

M e m o r a n d u m

Date: June 19, 2008

To: Border Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
El Centro Area

File No.: 625.12028.10320

Subject: CHAPTER 15, SPECIAL FUNCTIONS, SELF INSPECTION

Attached is the 2008 Chapter 15, Special Functions, self inspection for the El Centro Area. As a result of the inspection, Area has identified two programs which require corrective actions. Area has initiated corrective steps to ensure both programs are within departmental policy within 60 days.

If you have any questions, please contact Lieutenant Edward Martinez at (760) 482-2500.

Sincerely,



R. E. JONES, Captain
Commander
Attachment

AREA El Centro	DIVISION Border	NUMBER 625
EVALUATED BY Lieutenant Edward Martinez		DATE 06/02/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		BY	
<input type="checkbox"/> Correction Report		COMMANDER'S REVIEW	DATE
1. GENERAL		EVALUATED 06/02/2008	ACTION REQUIRED No

a. Are special duty assignments minimized? ☒ Yes ☐ No

(1) Is maximum efficiency attained? ☒ Yes ☐ No

(2) Are there any special duty functions which could be performed by a beat officer or other support personnel? ☐ Yes ☒ No

b. Are assigned duties consistent with the job description? ☒ Yes ☐ No

(1) Could duties be combined with another special duty assignment for efficiency? ☐ Yes ☒ No

(2) Which special duty officers (positions) were interviewed? All special duty positions were selected after an interview process.

c. How are individuals for special duty assignments selected? Anticipated positions are advertised in the Area's daily briefing book. Potential candidates are asked to submit a memorandum of interest. Oral interviews are then conducted by management.

(1) Are special duty opportunities open to all officers? ☒ Yes ☐ No

(2) Does selection contribute to attainment of affirmative action goals? ☒ Yes ☐ No

d. Can the special duty supervisor describe the duties and workload of the special duty personnel? ☒ Yes ☐ No

(1) Upon what criteria are special duty personnel evaluated? Special duty personnel are supervised by the Area's lieutenant. They are evaluated monthly based on their performance of their specific job responsibility.

(2) Are special duty officers held accountable for their time and performance? ☒ Yes ☐ No

(3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor? ☐ Yes ☒ No

e. Do the commander and management team have an active interest in special duty programs? ☒ Yes ☐ No

(1) Is time taken by the commander to discuss activities and potential problems? ☒ Yes ☐ No

2. VEHICLE THEFT	EVALUATED 06/02/2008	ACTION REQUIRED No	CORRECTED
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a. What is the scope of the Area's Vehicle Theft Program? Area has one full time VIN officer and two alternate VIN officers. Area supports and supplements Division auto theft units with personnel for special operations.

b. Are there open lines of communication with the Division vehicle theft coordinator? ☒ Yes ☐ No

(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators? ☒ Yes ☐ No

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(2) Who is authorized to request assistance from vehicle theft coordinators? Area Commander and Lieutenant.

c. Is the program effective? ☒ Yes ☐ No

(1) Vehicle theft recovery goals established? ☐ Yes ☒ No

(2) Goals attained? ☐ Yes ☒ No

(3) How does the current number of stolen and recovered vehicles compare to prior time periods? As of June 10, 2008,
stolen vehicles are up 15% and recovered vehicle are down 35%.

(4) Are work hours dedicated to the program appropriate? ☐ Yes ☒ No

(5) Do beat officers and supervisors have an interest in the program? ☒ Yes ☐ No

d. Is the program supported by district/city attorneys and the courts? ☒ Yes ☐ No

(1) Has the program been discussed with them? ☐ Yes ☒ No

(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges? None

e. Do the commander and management team take a personal interest in the program? ☒ Yes ☐ No

(1) What guidance and direction is provided? When available, Area provide auto theft training to officers. Officers are
encouraged to fully investigate and resolve auto theft cases, rather than passing the case to Division ISU.

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area? ☒ Yes ☐ No

(1) Do they have an idea of the number of thefts and recoveries in the Area? ☒ Yes ☐ No

(2) Are they knowledgeable of the Department's Vehicle Theft Program? ☒ Yes ☐ No

(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques? ☒ Yes ☐ No

(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures? ☒ Yes ☐ No

(5) Do they give guidance and direction? ☒ Yes ☐ No

(6) Do they demonstrate an interest in the program? ☒ Yes ☐ No

(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity
Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued? ☒ Yes ☐ No

g. Is vehicle theft education/training provided by Area? ☒ Yes ☐ No

(1) Are training aids used? ☒ Yes ☐ No

(2) Are division vehicle theft coordinators/investigators made available for training? ☒ Yes ☐ No

(3) Vehicle theft prevention discussed at briefings? ☒ Yes ☐ No

(4) How is information on unique problems and circumstances disseminated to beat officers? Briefing items, training days, and
officer safety boards.

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(5) Are officers and supervisors proficient in locating and decoding VINs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Have any Area officers earned the Department's 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any officers qualified for the Master 10851 Award?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) How are awards presented?	In person at training days.	
(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
3. VEHICLE IDENTIFICATION NUMBER PROGRAM	EVALUATED 06/02/2008	ACTION REQUIRED No
a. Is the VIN program understood by beat officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b. Who is the assigned VIN officer?	Officer Hector Tavares, #14839	
(1) How was he/she trained?	VIN and auto theft courses, work experience, mentoring by prior VIN officer.	
(a) Is training adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the VIN officer proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate VIN officer?	Officer Arcy Zendejas, #15623	
(4) Are VIN inspections conducted in a secure setting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is Field Support Section used as a resource?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. What kind of system is in place to control the VIN officer's workload?	A daily/weekly/monthly appointment calendar book is used.	
(1) Are VIN assignments/verifications done on an appointment basis?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is there an excessive backlog?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is the vehicle owner's convenience a consideration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are associated documents processed promptly and submitted on time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is there proper security for replacement VIN plates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are inventory controls adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are entries legible?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do records match inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are required reports accurate and submitted properly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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- f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations? ☐ Yes ☒ No

4. SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY

EVALUATED
06/02/2008

ACTION REQUIRED
Yes

CORRECTED

- a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area? ☒ Yes ☐ No

- b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator? ☒ Yes ☐ No

- (1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual? ☒ Yes ☐ No

- (a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.? ☒ Yes ☐ No

- (b) CHP 100E, Monthly Activity Report? ☒ Yes ☐ No

- (c) School Bus Traffic Collision Reports and DMV printout H-6? ☒ Yes ☐ No

- (d) Approved stops list? ☒ Yes ☐ No

- (2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties? ☒ Yes ☐ No

- (a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual? ☒ Yes ☐ No

- (3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator? Officer Deeann Goudie, #11952

- (4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner? ☒ Yes ☐ No

- (5) Is program time properly justified? ☒ Yes ☐ No

- (a) How much time is allotted? Two (2) days weekly

- (b) Is time sufficient to meet departmental objectives? ☒ Yes ☐ No

- (c) Is the time expended within the Area's allotment? ☒ Yes ☐ No

- c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor? ☒ Yes ☐ No

- (1) Does the supervisor have adequate knowledge of the functions of the Area program? ☒ Yes ☐ No

- (2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual? ☒ Yes ☐ No

- (3) Is he/she aware of the officer/coordinator's workload? ☒ Yes ☐ No

- (4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator? ☒ Yes ☐ No

- d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? 40 hours of SBOC training. Yes
Attended In-Service Training classes? Have a thorough, practical knowledge of:

- (1) Departmental policy relating to the School Pupil Safety Transportation Safety Program? ☒ Yes ☐ No

- (2) School bus driver certification? ☒ Yes ☐ No

- (3) School bus accident investigation? ☒ Yes ☐ No

- (4) School bus reinspection? ☒ Yes ☐ No

- (5) School bus routes and stops? ☒ Yes ☐ No

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e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is there a sound procedure for scheduling and administering written tests?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who administers the test? Officer Wesley Boerner, #12816		
(3) Is a proctor present?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Who reviews the tests with the applicants? Officer Wesley Boerner, #12816		
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are driving errors discussed with the applicant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Are follow-up investigations conducted when appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are appropriate special coding made on all school bus investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Are hazardous routes or stops reported in writing to the governing board of the school district?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) How many approved stops exist in the Area? 49		
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5. EVIDENCE/PROPERTY CONTROL	EVALUATED 05/29/2008	ACTION REQUIRED Yes
a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who has been assigned by the commander as the evidence/property officer? Officer Jacque Rodriguez, #11606		
(2) Has an alternate for this position been assigned?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the evidence/property supervisor? Sergeant Art Fleck, #14244		
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the supervisor fully understand his/her responsibilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:		
(1) Evidence.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Property.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Weapons.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Controlled substances.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Alcoholic beverages.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) License plates.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Money.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a suspense system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are all items properly identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is security adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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- (2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers? 2

(a) Is the distribution of the keys according to policy?

☒ Yes ☐ No

- (3) Is the evidence/property officer other than the court officer?

☒ Yes ☐ No

(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?

☒ Yes ☐ No

- (4) Is the property room accessible by repair/maintenance personnel?

☐ Yes ☒ No

(a) Is the room accessible by repair/maintenance personnel?

☐ Yes ☒ No

(b) Is there a false ceiling?

☐ Yes ☒ No

(c) Are door hinges on the inside of the room?

☐ Yes ☒ No

(d) Are any items which require access by other than the evidence/property officer stored in the room?

☐ Yes ☒ No

(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?

☐ Yes ☒ No

(If not, have steps been initiated to correct the problem?)

☐ Yes ☐ No

- (5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?

☒ Yes ☐ No

(a) Is evidence left in these lockers for no more than one day?

☒ Yes ☐ No

- (6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?

☐ Yes ☒ No

(a) Have any internal investigations been initiated by Area for any such incidents?

☐ Yes ☒ No

6. COLLISION INVESTIGATION FOLLOW-UP

EVALUATED

05/28/2008

ACTION REQUIRED

None

CORRECTED

- a. Does the Area have an AI officer?

☒ Yes ☐ No

- b. Who is responsible for supervising the officer? Lieutenant Edward Martinez, #10320

- c. How much time is allocated to the position? Six (6) hours daily

(1) Is time allocated sufficient?

☒ Yes ☐ No

- d. Does the collision investigation follow-up officer have a job description?

☐ Yes ☒ No

(1) Is it current?

☐ Yes ☒ No

(2) What are the officer's duties? Area does not have an accident investigation follow up officer.

- e. Does the officer understand special reporting requirements?

☒ Yes ☐ No

- f. Does the officer have training or special qualifications that complement the position?

☐ Yes ☒ No

- g. Is the officer available to respond to accidents to provide technical assistance?

☐ Yes ☒ No

- h. Does the officer identify training needs and discuss them with his/her supervisor?

☒ Yes ☐ No

- i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?

☒ Yes ☐ No

- j. Does the officer have other duties, if so, what are they?

☒ Yes ☐ No

Evidence officer, overtime coordinator, and facility coordinator.

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7. COURT LIAISON OFFICER	EVALUATED 05/28/2008	ACTION REQUIRED None	CORRECTED
a. Does the Area have an officer assigned court liaison duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Who supervises the officer? Lieutenant Edward Martinez, #10320			
c. How much time is allocated to the position? Six (6) hours daily			
d. Does the officer have a job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is it accurate?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When was it last revised? May 2008			
(3) What are the officer's duties? Filing of criminal cases and all related tasks associated with the handling of the criminal cases, updating blood alcohol test results, computer data entry, and receiving subpoenas.			
e. Does he/she have responsibilities for prisoner arraignment?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
f. Does the officer command respect of his/her peer group?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Is the court officer involved in the DUI Cost Recovery Program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Does the officer(s) maintain a log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
i. How many courts are within the Area's jurisdiction? Five (5)			
j. Does the officer deal with more than one district attorney's (DA) office?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
k. Does the officer have other duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If so, what are the other duties? CHP 735 coordinator, PAS/EPAS device coordinator, and Asset Forfeiture coordinator.			
8. ASSET FORFEITURE (AF) OFFICER	EVALUATED 05/28/2008	ACTION REQUIRED None	CORRECTED
a. Does the Area have an officer assigned as AF coordinator?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the officer have current job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is he/she familiar with HPM 81.5, Drug Programs Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Is Area coordinator logging AF cases separate from evidence?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Is there a process in place to ensure proper disposition of AF items?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does Area's log agree with the Field Services Section (FSS) and Division log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, why not?			
g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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h. Has the Area seized any vehicles under AF?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) If so, does the AF coordinator know where the vehicles are located and their current disposition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
j. Does the AF coordinator complete a misscreen 50?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
k. Does Area notify Division of all vehicle/boat/plane seizures?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
l. Is Fleet Operations Section notified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
m. Are all vehicles stored safely and properly protected from inclement weather?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
p. What is the procedure in handling monetary AF awards (checks from the DA)?	Checks are processed with the weekly CHP 230 and designated for deposit in the asset forfeiture account along with the required distribution orders from the court	
q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

9. SPECIALIZED VEHICLES

EVALUATED 05/30/2008	ACTION REQUIRED None	CORRECTED
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a. Operation and Inspection		
(1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Who supervises the officer(s)?	Lieutenant Edward Martinez	
(b) How much time is allocated?	16 hours	
(2) Does the officer have a job description?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is it accurate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) When was it last revised?	May 2008	
(3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Tow Trucks		
(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do files contain current contracts and inspection forms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Are there any recent complaints?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Who is responsible for inspections?	Officer Hector Tavares, #14839	
(f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(g) Is there evidence that discrepancies are promptly corrected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

(h) Who conducts annual tow meetings? Officer Hector Tavares

1 Does the commander attend?

☐ Yes ☒ No

2 Is an agenda prepared?

☐ Yes ☒ No

3 Are minutes prepared and circulated for review?

☐ Yes ☒ No

4 When was the last annual meeting? May 19, 2008

(i) Are rotation and sector assignment procedures clearly established?

☒ Yes ☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?

The El Centro Communications Center is notified of all suspensions and removal of tow truck companies in order to maintain a current roster of approved tow truck companies. Officers are notified through briefing item discussions.

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?

☒ Yes ☐ No

(5) Ambulances

(a) Who is responsible for overseeing the operation of ambulances within the Area?

Officer Hector Tavares

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?

☒ Yes ☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?

☒ Yes ☐ No

(d) Are complaints received at Area investigated and documented?

☒ Yes ☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification?

☒ Yes ☐ No

1 If so, how is this done? The Imperial County Health Department is notified via telephone call.

(f) Are ambulance inspection forms in file current?

☒ Yes ☐ No

(6) Armored Vehicles

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?

☐ Yes ☒ No

(b) What impact on the Area workload do these inspections have? None

(7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?

☒ Yes ☐ No

10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM

EVALUATED
06/03/2008

ACTION REQUIRED
None

CORRECTED

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

- a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California? ☐ Yes ☒ No

(1) Who supervises the officer? N/A

- (2) Is sufficient time allocated for this program? ☐ Yes ☐ No

- (3) Does the officer have a job description? ☐ Yes ☐ No

- (a) Is it accurate? ☐ Yes ☐ No

- b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3? ☐ Yes ☐ No

- c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit? ☐ Yes ☐ No

- (1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due? ☐ Yes ☐ No

- d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type? ☐ Yes ☐ No

- e. Does the Area report significant statistics to Division by comm-net by the 10th of each month? ☐ Yes ☐ No

- f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance? ☐ Yes ☐ No

11. GENERAL SUPPORT

EVALUATED
06/03/2008

ACTION REQUIRED
None

CORRECTED

- a. Is an officer assigned to general support including violation clearance and counter officer? ☒ Yes ☐ No

- b. What additional duties does he/she perform? Alternate VIN officer, documents late-reported traffic collisions, answers incoming telephone calls, processes CHP 180's, and documents stolen reports originating from Mexico.

- c. Is there a job description? ☒ Yes ☐ No

- (1) Is it accurate? ☒ Yes ☐ No

- (2) When was it last revised? May 2008

- d. How much time is allocated to this position? Eight (8) hours daily

- e. With minimal instruction, could this position be handled by limited duty personnel? ☒ Yes ☐ No

12. AREA TRAINING OFFICER

EVALUATED
05/29/2008

ACTION REQUIRED
None

CORRECTED

- a. Does the Area have an officer assigned as the Area training officer? ☒ Yes ☐ No

- b. How much time is allocated to this position? 24 hours weekly

- c. Who supervises the officer? Sergeant Art Fleck, #14244

- d. Does the officer have a job description? ☒ Yes ☐ No

- (1) When was it last revised? May 2008

- e. Does the officer command the respect of his/her peers? ☒ Yes ☐ No

- f. Does the officer have the support of the supervisors? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPI 009

g. What training has been provided to the officer? Departmental Inspection Firearm Course; PMA Instructor; Departmental Range Officer Training Course; ASP Instructor; Auto Theft Training; Taser Training; Regulated Special Purpose Vehicle Training; Street Racing/Modification Training.

h. Has he/she been trained as a Department instructor? ☒ Yes ☐ No

i. Is the officer certified as an officer safety training instructor? ☒ Yes ☐ No

j. Has he/she attended the Department's weapons/range officer training? ☒ Yes ☐ No

k. Is the officer qualified to train employees to use tactical rifles? ☒ Yes ☐ No

l. Is the officer a CPR instructor? ☒ Yes ☐ No

m. What role does the officer have in developing and/or presenting Area training programs? Officer has the responsibility to ensure all departmental training requirements are adhered to on a monthly, quarterly, and yearly basis. The officer is responsible for coordinating all training in Area.

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance? ☒ Yes ☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents? ☐ Yes ☒ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations? ☐ Yes ☒ No

q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS? ☒ Yes ☐ No

r. Is the officer responsible for performing range maintenance? ☒ Yes ☐ No

s. What other duties or assignments does the training officer have? Area VIN officer

13. LIMITED DUTY

EVALUATED

06/03/2008

ACTION REQUIRED

None

CORRECTED

a. Does the Area currently have limited duty personnel assigned? ☐ Yes ☒ No

(1) What are their classifications, and what duties are they assigned?

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment? ☒ Yes ☐ No

(1) Could they be used more efficiently? ☐ Yes ☒ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol? ☐ Yes ☒ No

d. Are any current assignments in excess of six months? ☐ Yes ☒ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases? ☒ Yes ☐ No

f. Are limited duty personnel having public contact appropriately attired?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	EVALUATED 06/03/2008	ACTION REQUIRED None	CORRECTED
a. Does the Area have personnel assigned to special projects or tactical operations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Is the position full time or on an on-call basis?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
c. If full time, is the assignment for a specified number of weeks or months?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
d. What are the duties/responsibilities of the officer?	Officer is assigned to a multi-agency narcotics task force.		
e. Who supervises the officer?	Drug task force supervisor in conjunction with Area sergeant.		
f. How does he/she account for his/her time?	CHP 415's and CHP 100DTF		
g. What is the selection criteria for the assignment?	Interview and background check by federal agency		
h. Has the Area member contributed to the success or mission of the team or task force?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
j. Is there a Memorandum of Understanding (MOU) on file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
k. Is the special assignment on a reimbursable contract?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(1) If so, is the contract being followed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

DATE: 06/18/2008

[illegible]

Memorandum

Date: July 18, 2008

To: Border Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Winterhaven Area

File No.: 620.12233

Subject: INFORMAL CHAPTER 15 EVALUATION

Winterhaven Area's informal Chapter 15, Special Functions, evaluation is attached for your review. If you have any questions or require additional information, please feel free to contact Sergeant Steve Henry at (760) 572-0294.



J. W. SWAIM, Lieutenant
Commander


Attachments

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPI 009

AREA 620	DIVISION Border	NUMBER 620
EVALUATED BY Sergeant S. E. Henry, #12967		DATE 07/16/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE 06/01/2008	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW 
			DATE 7-18-08

1. GENERAL

EVALUATED 06/12/08	ACTION REQUIRED N/A	CORRECTED
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a. Are special duty assignments minimized? ☐ Yes ☒ No

(1) Is maximum efficiency attained? ☒ Yes ☐ No

(2) Are there any special duty functions which could be performed by a beat officer or other support personnel? ☐ Yes ☒ No

b. Are assigned duties consistent with the job description? ☒ Yes ☐ No

(1) Could duties be combined with another special duty assignment for efficiency? ☐ Yes ☒ No

(2) Which special duty officers (positions) were interviewed? Officer E. Price, #15647 (A/I & Court), Officer J. Miller, #16410 (PAO & School Bus)

c. How are individuals for special duty assignments selected? Openings are advertised in a briefing item requesting memorandum of interest. A panel interview and recommendation to the Area Commander of interested officers determines assignment.

(1) Are special duty opportunities open to all officers? ☒ Yes ☐ No

(2) Does selection contribute to attainment of affirmative action goals? ☒ Yes ☐ No

d. Can the special duty supervisor describe the duties and workload of the special duty personnel? ☒ Yes ☐ No

(1) Upon what criteria are special duty personnel evaluated? Skills, knowledge of assignment, ability to work with others and to work with minimal supervision.

(2) Are special duty officers held accountable for their time and performance? ☒ Yes ☐ No

(3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor? ☐ Yes ☒ No

e. Do the commander and management team have an active interest in special duty programs? ☒ Yes ☐ No

(1) Is time taken by the commander to discuss activities and potential problems? ☒ Yes ☐ No

2. VEHICLE THEFT

EVALUATED 06/12/08	ACTION REQUIRED N/A	CORRECTED
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a. What is the scope of the Area's Vehicle Theft Program? Winterhaven Area addresses the vehicle theft focus in the 2008 Strategic Plan. Each officer has basic auto theft skills to complete investigations. Border Division assists with complex investigations.

b. Are there open lines of communication with the Division vehicle theft coordinator? ☒ Yes ☐ No

(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPI 009

- (2) Who is authorized to request assistance from vehicle theft coordinators? Officers make request for assistance through the chain of command. Sergeants or OIC will contact Border Division for assistance.

c. Is the program effective?

☒ Yes ☐ No

- (1) Vehicle theft recovery goals established?

☒ Yes ☐ No

- (2) Goals attained?

☒ Yes ☐ No

- (3) How does the current number of stolen and recovered vehicles compare to prior time periods?

Area goal is to reduce

vehicle theft by 5% from 2007. The 3 yr average is 26. The goal is a reduction to 25.

- (4) Are work hours dedicated to the program appropriate?

☒ Yes ☐ No

- (5) Do beat officers and supervisors have an interest in the program?

☒ Yes ☐ No

d. Is the program supported by district/city attorneys and the courts?

☒ Yes ☐ No

- (1) Has the program been discussed with them?

☒ Yes ☐ No

- (2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?

The Court Officer

acts as a liaison between the Officer and the prosecutors when filing issues arise. Report addedums per the DA's request.

e. Do the commander and management team take a personal interest in the program?

☒ Yes ☐ No

- (1) What guidance and direction is provided?

Vehicle thefts and arrests are regularly discussed in briefing. Training by

Border Division Auto Theft unit regarding VINswitches is scheduled for 06/26/08. Officers are encouraged to achieve vehicle theft award pins.

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?

☒ Yes ☐ No

- (1) Do they have an idea of the number of thefts and recoveries in the Area?

☒ Yes ☐ No

- (2) Are they knowledgeable of the Department's Vehicle Theft Program?

☒ Yes ☐ No

- (3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?

☒ Yes ☐ No

- (4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?

☒ Yes ☐ No

- (5) Do they give guidance and direction?

☒ Yes ☐ No

- (6) Do they demonstrate an interest in the program?

☒ Yes ☐ No

- (7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?

☒ Yes ☐ No

g. Is vehicle theft education/training provided by Area?

☒ Yes ☐ No

- (1) Are training aids used?

☒ Yes ☐ No

- (2) Are division vehicle theft coordinators/investigators made available for training?

☒ Yes ☐ No

- (3) Vehicle theft prevention discussed at briefings?

☒ Yes ☐ No

- (4) How is information on unique problems and circumstances disseminated to beat officers?

Through annual auto theft training

from Border Division. Immediate vehicle theft problems are addressed in briefing items.

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPI 009

(5) Are officers and supervisors proficient in locating and decoding VINs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Have any Area officers earned the Department's 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any officers qualified for the Master 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How are awards presented?	During quarterly training sessions by the Area Commander.	
(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3. VEHICLE IDENTIFICATION NUMBER PROGRAM	EVALUATED 06/12/08	ACTION REQUIRED N/A
a. Is the VIN program understood by beat officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Who is the assigned VIN officer?	Officer B. Hendrickson, #11071	
(1) How was he/she trained?	Academy training, allied agencies, DMV, NCIB, and manufacturers' bulletins.	
(a) Is training adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the VIN officer proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate VIN officer?	Officer R. Sapp, #14803	
(4) Are VIN inspections conducted in a secure setting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is Field Support Section used as a resource?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. What kind of system is in place to control the VIN officer's workload?	Use of appointments. VIN officer is given a flexible road assignment to schedule VIN processing as needed.	
(1) Are VIN assignments/verifications done on an appointment basis?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is there an excessive backlog?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is the vehicle owner's convenience a consideration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are associated documents processed promptly and submitted on time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is there proper security for replacement VIN plates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are inventory controls adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are entries legible?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do records match inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are required reports accurate and submitted properly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION
SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

- f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations? ☐ Yes ☒ No

**4. SCHOOL PUPIL AND FARM LABOR (SP&FL)
TRANSPORTATION SAFETY**

EVALUATED

06/12/08

ACTION REQUIRED

N/A

CORRECTED

- a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area? ☒ Yes ☐ No
- b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator? ☒ Yes ☐ No
- (1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual? ☒ Yes ☐ No
- (a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.? ☒ Yes ☐ No
- (b) CHP 100E, Monthly Activity Report? ☒ Yes ☐ No
- (c) School Bus Traffic Collision Reports and DMV printout H-6? ☒ Yes ☐ No
- (d) Approved stops list? ☒ Yes ☐ No
- (2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties? ☒ Yes ☐ No
- (a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual? ☒ Yes ☐ No
- (3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator? Officers E. Price, #15647, A. Campos, #17051
- (4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner? ☒ Yes ☐ No
- (5) Is program time properly justified? ☒ Yes ☐ No
- (a) How much time is allotted? As needed per the SBOC's recommendation.
- (b) Is time sufficient to meet departmental objectives? ☒ Yes ☐ No
- (c) Is the time expended within the Area's allotment? ☒ Yes ☐ No
- c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor? ☒ Yes ☐ No
- (1) Does the supervisor have adequate knowledge of the functions of the Area program? ☒ Yes ☐ No
- (2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual? ☒ Yes ☐ No
- (3) Is he/she aware of the officer/coordinator's workload? ☒ Yes ☐ No
- (4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator? ☒ Yes ☐ No
- d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? Academy training, SBOC 10/2003
Attended In-Service Training classes? Have a thorough, practical knowledge of:
- (1) Departmental policy relating to the School Pupil Safety Transportation Safety Program? ☒ Yes ☐ No
- (2) School bus driver certification? ☒ Yes ☐ No
- (3) School bus accident investigation? ☒ Yes ☐ No
- (4) School bus reinspection? ☒ Yes ☐ No
- (5) School bus routes and stops? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPI 009

e. Does the officer/coordinator coordinate activities and information with adjacent Areas? ☒ Yes ☐ No

(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section? ☒ Yes ☐ No

f. Is there a sound procedure for scheduling and administering written tests? ☒ Yes ☐ No

(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time? ☒ Yes ☐ No

(2) Who administers the test? Officer J. Miller, #16410

(3) Is a proctor present? ☒ Yes ☐ No

(4) Adequate supply of the five variations of both the driver and first aid tests on hand? ☒ Yes ☐ No

(5) Who reviews the tests with the applicants? Officer J. Miller, #16410

(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control? ☒ Yes ☐ No

(7) Are driving errors discussed with the applicant? ☒ Yes ☐ No

(8) Is the school bus transportation supervisor advised of any additional training needs? ☒ Yes ☐ No

g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations? ☒ Yes ☐ No

(1) Are follow-up investigations conducted when appropriate? ☒ Yes ☐ No

(2) Are appropriate special coding made on all school bus investigations? ☒ Yes ☐ No

(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver? ☒ Yes ☐ No

(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted? ☒ Yes ☐ No

h. Are hazardous routes or stops reported in writing to the governing board of the school district? ☒ Yes ☐ No

(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13? ☒ Yes ☐ No

(2) How many approved stops exist in the Area? 33 stops for HeadStart, 116 for San Pasqual School

i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations? ☒ Yes ☐ No

5. EVIDENCE/PROPERTY CONTROL

EVALUATED

06/12/08

ACTION REQUIRED

N/A

CORRECTED

a. Has the Area commander demonstrated an interest in the proper control of evidence and property? ☒ Yes ☐ No

(1) Who has been assigned by the commander as the evidence/property officer? Officer J. Miller, #16410

(2) Has an alternate for this position been assigned? ☐ Yes ☒ No

(3) Who is the evidence/property supervisor? Sergeant S. Henry, #12967

b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual? ☒ Yes ☐ No

(1) Does the supervisor fully understand his/her responsibilities? ☒ Yes ☐ No

(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories? ☒ Yes ☐ No

(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence? ☒ Yes ☐ No

(a) Is the system adequate? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPI 009

(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:		
(1) Evidence.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Property.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Weapons.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Controlled substances.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Alcoholic beverages.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) License plates.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Money.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a suspense system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are all items properly identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is security adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION
SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPI 009

(2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers?

Two

(a) Is the distribution of the keys according to policy?

☒ Yes

☐ No

(3) Is the evidence/property officer other than the court officer?

☒ Yes

☐ No

(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?

☒ Yes

☐ No

(4) Is the property room accessible by repair/maintenance personnel?

☐ Yes

☒ No

(a) Is the room accessible by repair/maintenance personnel?

☐ Yes

☒ No

(b) Is there a false ceiling?

☐ Yes

☒ No

(c) Are door hinges on the inside of the room?

☒ Yes

☐ No

(d) Are any items which require access by other than the evidence/property officer stored in the room?

☐ Yes

☒ No

(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?

☒ Yes

☐ No

(If not, have steps been initiated to correct the problem?)

☐ Yes

☐ No

(5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?

☒ Yes

☐ No

(a) Is evidence left in these lockers for no more than one day?

☒ Yes

☐ No

(6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?

☒ Yes

☐ No

(a) Have any internal investigations been initiated by Area for any such incidents?

☐ Yes

☒ No

6. COLLISION INVESTIGATION FOLLOW-UP

EVALUATED

06/12/08

ACTION REQUIRED

N/A

CORRECTED

a. Does the Area have an AI officer?

☒ Yes

☐ No

b. Who is responsible for supervising the officer? Sergeant J. Swaim, #12233

c. How much time is allocated to the position? Time allotted is proportional to the activity and is not limited.

(1) Is time allocated sufficient?

☒ Yes

☐ No

d. Does the collision investigation follow-up officer have a job description?

☒ Yes

☐ No

(1) Is it current?

☒ Yes

☐ No

(2) What are the officer's duties? The AI officer serves as the collision investigation follow-up officer. These duties are consistent with all follow-up investigation duties required that are not able to be completed by the original investigating officer.

e. Does the officer understand special reporting requirements?

☒ Yes

☐ No

f. Does the officer have training or special qualifications that complement the position?

☒ Yes

☐ No

g. Is the officer available to respond to accidents to provide technical assistance?

☒ Yes

☐ No

h. Does the officer identify training needs and discuss them with his/her supervisor?

☒ Yes

☐ No

i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?

☒ Yes

☐ No

j. Does the officer have other duties, if so, what are they?

☒ Yes

☐ No

Court duties, PAS coordinator, Overtime Coordinator, Weapon's Officer, Assistant to other Special Duty officer.

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPI 009

7. COURT LIAISON OFFICER

EVALUATED

06/12/08

ACTION REQUIRED

N/A

CORRECTED

- a. Does the Area have an officer assigned court liaison duties? ☒ Yes ☐ No
- b. Who supervises the officer? Sergeant J. Swaim, #12233
- c. How much time is allocated to the position? Time as needed.
- d. Does the officer have a job description? ☒ Yes ☐ No
- (1) Is it accurate? ☒ Yes ☐ No
- (2) When was it last revised? 2005
- (3) What are the officer's duties? Court Officer, PAS Coordinator, Weapons Officer, OT coordinator, AI Officer.
- e. Does he/she have responsibilities for prisoner arraignment? ☒ Yes ☐ No
- f. Does the officer command respect of his/her peer group? ☒ Yes ☐ No
- g. Is the court officer involved in the DUI Cost Recovery Program? ☒ Yes ☐ No
- h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement? ☒ Yes ☐ No
- (1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record? ☒ Yes ☐ No
- (2) Does the officer(s) maintain a log? ☒ Yes ☐ No
- (3) Does the officer(s) forward the form to Fiscal Management Section after disposition? ☒ Yes ☐ No
- i. How many courts are within the Area's jurisdiction? Four
- j. Does the officer deal with more than one district attorney's (DA) office? ☐ Yes ☒ No
- k. Does the officer have other duties? ☒ Yes ☐ No
- (1) If so, what are the other duties? See 7 (d) 3.

8. ASSET FORFEITURE (AF) OFFICER

EVALUATED

06/12/08

ACTION REQUIRED

N/A

CORRECTED

- a. Does the Area have an officer assigned as AF coordinator? ☒ Yes ☐ No
- b. Does the officer have current job description? ☒ Yes ☐ No
- c. Is he/she familiar with HPM 81.5, Drug Programs Manual? ☒ Yes ☐ No
- d. Is Area coordinator logging AF cases separate from evidence? ☒ Yes ☐ No
- e. Is there a process in place to ensure proper disposition of AF items? ☒ Yes ☐ No
- f. Does Area's log agree with the Field Services Section (FSS) and Division log? ☒ Yes ☐ No
- (1) If not, why not?
- g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum? ☒ Yes ☐ No

**AREA MANAGEMENT EVALUATION
SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPI 009

- h. Has the Area seized any vehicles under AF? ☐ Yes ☒ No
- (1) If so, does the AF coordinator know where the vehicles are located and their current disposition? N/A ☐ Yes ☐ No
- i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more? N/A ☐ Yes ☐ No
- j. Does the AF coordinator complete a misscreen 50? N/A ☐ Yes ☐ No
- k. Does Area notify Division of all vehicle/boat/plane seizures? N/A ☐ Yes ☐ No
- l. Is Fleet Operations Section notified? N/A ☐ Yes ☐ No
- m. Are all vehicles stored safely and properly protected from inclement weather? N/A ☐ Yes ☐ No
- n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping? N/A ☐ Yes ☐ No
- o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF? N/A ☐ Yes ☐ No
- p. What is the procedure in handling monetary AF awards (checks from the DA)? To date, Winterhaven Area has not received any awards.
- q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator? N/A ☐ Yes ☐ No

9. SPECIALIZED VEHICLES

EVALUATED
06/12/08

ACTION REQUIRED
N/A

CORRECTED

a. Operation and Inspection

- (1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area? ☒ Yes ☐ No
- (a) Who supervises the officer(s)? Sergeant S. Swaim, #12233
- (b) How much time is allocated? Time as needed
- (2) Does the officer have a job description? ☒ Yes ☐ No
- (a) Is it accurate? ☒ Yes ☐ No
- (b) When was it last revised? 10/2003
- (3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles? ☒ Yes ☐ No
- (4) Tow Trucks
- (a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks? ☒ Yes ☐ No
- (b) Do files contain current contracts and inspection forms? ☒ Yes ☐ No
- (c) Are there any recent complaints? ☒ Yes ☐ No
- (d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement? ☒ Yes ☐ No
- (e) Who is responsible for inspections? Officer J. Miller, #16410
- (f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process? ☒ Yes ☐ No
- (g) Is there evidence that discrepancies are promptly corrected? ☒ Yes ☐ No

**AREA MANAGEMENT EVALUATION
SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPI 009

(h) Who conducts annual tow meetings? Officer J. Miller, #16410

1 Does the commander attend?

☐ Yes ☒ No

2 Is an agenda prepared?

☐ Yes ☒ No

3 Are minutes prepared and circulated for review?

☐ Yes ☒ No

4 When was the last annual meeting? May 2007 (Pending TSA for June 30, 2008)

(i) Are rotation and sector assignment procedures clearly established?

☒ Yes ☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?

Briefing item.

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?

☒ Yes ☐ No

(5) Ambulances

(a) Who is responsible for overseeing the operation of ambulances within the Area?

Officer J. Miller, #16410

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?

☒ Yes ☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?

☒ Yes ☐ No

(d) Are complaints received at Area investigated and documented?

☒ Yes ☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification?

☐ Yes ☒ No

1 If so, how is this done?

N/A

(f) Are ambulance inspection forms in file current?

☒ Yes ☐ No

(6) Armored Vehicles

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?

☐ Yes ☒ No

(b) What impact on the Area workload do these inspections have?

Winterhaven Area to date has not had a request for

armored vehicle inspections.

(7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?

☐ Yes ☒ No

**10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR)
PROGRAM**

EVALUATED
06/12/08

ACTION REQUIRED
N/A

CORRECTED

**AREA MANAGEMENT EVALUATION
SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPI 009

- a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California? ☐ Yes ☒ No

(1) Who supervises the officer?

N/A

(2) Is sufficient time allocated for this program?

N/A

☐ Yes

☐ No

(3) Does the officer have a job description?

N/A

☐ Yes

☐ No

(a) Is it accurate?

N/A

☐ Yes

☐ No

- b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3? ☐ Yes ☐ No

N/A

- c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit?

☒ Yes

☐ No

(1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due?

☒ Yes

☐ No

- d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type?

N/A

☐ Yes

☐ No

- e. Does the Area report significant statistics to Division by comm-net by the 10th of each month?

☒ Yes

☐ No

- f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance?

N/A

☐ Yes

☐ No

11. GENERAL SUPPORT

EVALUATED

06/12/08

ACTION REQUIRED

N/A

CORRECTED

- a. Is an officer assigned to general support including violation clearance and counter officer? ☒ Yes ☐ No

- b. What additional duties does he/she perform? Officer J. Miller, #16410. Additional duties include PAO, SBOC, FLV, Evidence, Tow, and Training.

- c. Is there a job description? ☒ Yes ☐ No

(1) Is it accurate?

☒ Yes

☐ No

(2) When was it last revised? 01/2005

- d. How much time is allocated to this position? Time as needed

- e. With minimal instruction, could this position be handled by limited duty personnel? ☒ Yes ☐ No

12. AREA TRAINING OFFICER

EVALUATED

06/12/08

ACTION REQUIRED

N/A

CORRECTED

- a. Does the Area have an officer assigned as the Area training officer? ☒ Yes ☐ No

- b. How much time is allocated to this position? Time as needed

- c. Who supervises the officer? Sergeant S. Swaim, #12233

- d. Does the officer have a job description? ☒ Yes ☐ No

(1) When was it last revised? 10/2003

- e. Does the officer command the respect of his/her peers? ☒ Yes ☐ No

- f. Does the officer have the support of the supervisors? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPI 009

g. What training has been provided to the officer? Academy training with the ETRS, Instructor, and some subject specific training.

h. Has he/she been trained as a Department instructor? ☒ Yes ☐ No

i. Is the officer certified as an officer safety training instructor? ☒ Yes ☐ No

j. Has he/she attended the Department's weapons/range officer training? ☐ Yes ☒ No

k. Is the officer qualified to train employees to use tactical rifles? ☐ Yes ☒ No

l. Is the officer a CPR instructor? ☐ Yes ☒ No

m. What role does the officer have in developing and/or presenting Area training programs? Schedules Area Training days, agendas, OST, and custodian of training records.

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance? ☒ Yes ☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents? ☒ Yes ☐ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations? ☒ Yes ☐ No

q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS? ☒ Yes ☐ No

r. Is the officer responsible for performing range maintenance? ☐ Yes ☒ No

s. What other duties or assignments does the training officer have? SBOC, FLV, PAO, Ammunition, Evidence, Facilities, Radar and Tow.

13. LIMITED DUTYEVALUATED
06/12/08ACTION REQUIRED
N/A

CORRECTED

a. Does the Area currently have limited duty personnel assigned? ☒ Yes ☐ No

(1) What are their classifications, and what duties are they assigned? Weapon inspection and cleaning, general support, and inventory activities.

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment? ☒ Yes ☐ No

(1) Could they be used more efficiently? ☐ Yes ☒ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol? ☐ Yes ☒ No

d. Are any current assignments in excess of six months? ☐ Yes ☒ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION
SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

f. Are limited duty personnel having public contact appropriately attired?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	EVALUATED 06/12/08	ACTION REQUIRED N/A	CORRECTED	
a. Does the Area have personnel assigned to special projects or tactical operations?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the position full time or on an on-call basis?			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. If full time, is the assignment for a specified number of weeks or months?			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. What are the duties/responsibilities of the officer?			Bomb Team consists of one supervisor and two officers and is deployed as needed.	
e. Who supervises the officer? Sergeant S. Henry, #12967				
f. How does he/she account for his/her time? On the CHP 112s on a monthly basis.				
g. What is the selection criteria for the assignment? Memorandum of interest.				
h. Has the Area member contributed to the success or mission of the team or task force?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
j. Is there a Memorandum of Understanding (MOU) on file?			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
k. Is the special assignment on a reimbursable contract?			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) If so, is the contract being followed?			N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

Supplement

Section 1. General d (3): Special Duty officers time is planned according to daily responsibilities, although some work assignments are contingent upon field incidents and reports. Other responsibilities are generated by seasonal or annual certifications. The supervisor relies primarily upon the CHP 100, Activity Summary for accountability.

Section 9. Specialized Vehicles , a (4) Tow Trucks (h) 1-4 -- Tow meetings. Note: Winterhaven only has one tow company that enters into a TSA. The Tow Officer presents the annual TSA, accepts the CHP 234a, Tow Application, and conducts inspections for one tow company.

Section 10 CRFR Program: The Winterhaven Area has a modified CRFR program with enforcement responsibilities given to every field officer, rather than a single designated officer. Field officers have training to recognize CRFR violations and either take immediate enforcement action with a CHP 215, Notice to Appear or complete a Registration 69 form.

Memorandum

*Mailed 4/16/08 DMS
Rec'd 4/17/08 HMC*

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C O N F I D E N T I A L

Date: April 14, 2008

To: Border Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
San Diego Area

File No.: 645.08.12678.12462

Subject: CHAPTER 15 - SPECIAL FUNCTIONS - SELF INSPECTION

Attached is the San Diego Area's Chapter 15 – Special Functions, Self Inspection, for 2008. The self inspection, completed by Sergeant C. Lloyd, #12462, on April 14, 2008, noted the following:

1. General

1c(2) Special Duty positions are open to all officers in the Area. The Special Duty positions are not a change of job title, just a change of duty assignment. This process does not affect affirmative action goals.

4. School Pupil and Farm Labor (SP&FL) Transportation Safety

4b(1)(d) No CHP approved stops required in the San Diego Area.

4d(4) School bus re-inspections are only completed by a Motor Carrier.

5. Evidence/Property Control

5b(3) Evidence/property records files are examined quarterly due to the high volume of cases, and the time frames the Courts post the required information on a case.

5f(2) (a) No problems have been identified – no need for more frequent audits.

9. Specialized Vehicles

9a(4)(d) During the audit it was found that the Specialized Vehicle Officer did not use a CHP 240 on all Complaint Investigations of a Tow Company, but instead used a local Area form. This procedure was corrected and all complaints will be accompanied by a CHP 240.

Safety, Service, and Security

10. California Resident Foreign Registration (CRFR) Program

10a The San Diego Area does not have an officer assigned to the CRFR program. All investigative information is forwarded to the "CHEATERS" program by the Area's Senior Volunteers.

Summary

There was one identified correction that was completed the day it was discovered (9(4) (d). There are no significant problems noted and there is no need for any further corrective action at this time.

A handwritten signature in black ink, appearing to read 'C. M. McGAGIN', with a stylized flourish at the end.

C. M. McGAGIN, Captain

Attachments

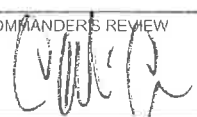
AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

AREA 645	DIVISION Border Division	NUMBER
EVALUATED BY Sgt. C. Lloyd. #12462		DATE 04/15/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW 	DATE 4/17/08
<input type="checkbox"/> Correction Report BY		EVALUATED 04-09-08	ACTION REQUIRED None
		CORRECTED N/A	

1. GENERAL

a. Are special duty assignments minimized?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is maximum efficiency attained?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are there any special duty functions which could be performed by a beat officer or other support personnel?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b. Are assigned duties consistent with the job description?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Could duties be combined with another special duty assignment for efficiency?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Which special duty officers (positions) were interviewed?	VIN Officer, School Bus Officer, Special Purpose Vehicle Inspection Officer, Evidence Officer, Asset Forfeiture Officer, and the Training Officer.
c. How are individuals for special duty assignments selected?	The position is advertised to all unless there is special training or qualifications that have been identified and the Area Commander will assign that position to a specific officer. After advertising the position and looking at who is qualified to fill that position, the Area Commander could select at that time or set up interviews.
(1) Are special duty opportunities open to all officers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does selection contribute to attainment of affirmative action goals?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
d. Can the special duty supervisor describe the duties and workload of the special duty personnel?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Upon what criteria are special duty personnel evaluated?	The same as the field officers in being able to meet the Department and Area's mission and goals.
(2) Are special duty officers held accountable for their time and performance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor?	MONTHLY <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
e. Do the commander and management team have an active interest in special duty programs?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is time taken by the commander to discuss activities and potential problems?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

2. VEHICLE THEFT

EVALUATED 04-09-08	ACTION REQUIRED None	CORRECTED N/A
a. What is the scope of the Area's Vehicle Theft Program?	Per the "2008 Strategic Plan" for the San Diego Area, the goal is to reduce the number of auto thefts by 5% compared to a past three-year average.	
b. Are there open lines of communication with the Division vehicle theft coordinator?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

(2) Who is authorized to request assistance from vehicle theft coordinators? The Area Commander or their designee.

c. Is the program effective? ☒ Yes ☐ No

(1) Vehicle theft recovery goals established? ☒ Yes ☐ No

(2) Goals attained? ☒ Yes ☐ No

(3) How does the current number of stolen and recovered vehicles compare to prior time periods? At this time the Area

Command is on-target to obtain set goals.

(4) Are work hours dedicated to the program appropriate? ☒ Yes ☐ No

(5) Do beat officers and supervisors have an interest in the program? ☒ Yes ☐ No

d. Is the program supported by district/city attorneys and the courts? ☐ Yes ☒ No

(1) Has the program been discussed with them? ☒ Yes ☐ No

(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges? The local DA will

not file a 10851 case if the vehicle was driven by an undocumented immigrant. Area Commander is trying to get cases filed.

e. Do the commander and management team take a personal interest in the program? ☒ Yes ☐ No

(1) What guidance and direction is provided? The Area Commander emphasizes the Department and Area's 2008 Strategic

Plan to reduce the number of auto thefts by 5%.

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area? ☒ Yes ☐ No

(1) Do they have an idea of the number of thefts and recoveries in the Area? ☒ Yes ☐ No

(2) Are they knowledgeable of the Department's Vehicle Theft Program? ☒ Yes ☐ No

(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques? ☒ Yes ☐ No

(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures? ☒ Yes ☐ No

(5) Do they give guidance and direction? ☒ Yes ☐ No

(6) Do they demonstrate an interest in the program? ☒ Yes ☐ No

(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued? ☒ Yes ☐ No

g. Is vehicle theft education/training provided by Area? ☒ Yes ☐ No

(1) Are training aids used? ☒ Yes ☐ No

(2) Are division vehicle theft coordinators/investigators made available for training? ☒ Yes ☐ No

(3) Vehicle theft prevention discussed at briefings? ☒ Yes ☐ No

(4) How is information on unique problems and circumstances disseminated to beat officers? The Area invites the Auto Theft

ISU officers to every training day and if there is a unique issue the ISU officers will attend briefing to disseminate the information.

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(5) Are officers and supervisors proficient in locating and decoding VINs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Have any Area officers earned the Department's 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any officers qualified for the Master 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How are awards presented? For the year 2007 the Area had (1) officer qualify for the Master 10851 pin and (20) for the regular 10851 pin. Once a year usually at Area Training days the pins are presented to the officers in front of their peers.		
(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3. VEHICLE IDENTIFICATION NUMBER PROGRAM	EVALUATED 04-10-08	ACTION REQUIRED None
		CORRECTED N/A
a. Is the VIN program understood by beat officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Who is the assigned VIN officer? Officer F. Aleta, #15454		
(1) How was he/she trained? The current VIN officer attended the Auto Theft class at the Academy and had training from the prior VIN officer. A Border Division Auto Theft Officer is assigned to monitor and provide training to the Area's VIN officer and also provides meetings where they share information with the VIN officer along with assigning them details to assist ISU.		
(a) Is training adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the VIN officer proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate VIN officer? Officer D. Valenzula, #15847 & Officer A. Herrera, #13111.		
(4) Are VIN inspections conducted in a secure setting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is Field Support Section used as a resource?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. What kind of system is in place to control the VIN officer's workload? VIN inspections are scheduled by appointment only Monday thru Thursday. On Fridays the VIN officer completes reports and handles VIN inspections for Beat Officers/10751 impounds.		
(1) Are VIN assignments/verifications done on an appointment basis?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is there an excessive backlog?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is the vehicle owner's convenience a consideration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are associated documents processed promptly and submitted on time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is there proper security for replacement VIN plates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are inventory controls adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are entries legible?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do records match inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are required reports accurate and submitted properly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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- f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations? ☐ Yes ☒ No

4. SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY

EVALUATED
04-10-08ACTION REQUIRED
NoneCORRECTED
N/A

- a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area? ☒ Yes ☐ No
- b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator? ☒ Yes ☐ No
- (1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual? ☒ Yes ☐ No
- (a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.? ☒ Yes ☐ No
- (b) CHP 100E, Monthly Activity Report? ☒ Yes ☐ No
- (c) School Bus Traffic Collision Reports and DMV printout H-6? ☒ Yes ☐ No
- (d) Approved stops list? ☐ Yes ☒ No
- (2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties? ☒ Yes ☐ No
- (a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual? ☒ Yes ☐ No
- (3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator? Officer Soto, #13393 & Officer Jensen, #17677
- (4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner? ☒ Yes ☐ No
- (5) Is program time properly justified? ☒ Yes ☐ No
- (a) How much time is allotted? Officer 80% & Civilian 100%
- (b) Is time sufficient to meet departmental objectives? ☒ Yes ☐ No
- (c) Is the time expended within the Area's allotment? ☒ Yes ☐ No
- c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor? ☒ Yes ☐ No
- (1) Does the supervisor have adequate knowledge of the functions of the Area program? ☒ Yes ☐ No
- (2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual? ☒ Yes ☐ No
- (3) Is he/she aware of the officer/coordinator's workload? ☒ Yes ☐ No
- (4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator? ☒ Yes ☐ No
- d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? "Yes."
Attended In-Service Training classes? Have a thorough, practical knowledge of:
- (1) Departmental policy relating to the School Pupil Safety Transportation Safety Program? ☒ Yes ☐ No
- (2) School bus driver certification? ☒ Yes ☐ No
- (3) School bus accident investigation? ☒ Yes ☐ No
- (4) School bus reinspection? ☐ Yes ☒ No
- (5) School bus routes and stops? ☒ Yes ☐ No

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e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is there a sound procedure for scheduling and administering written tests?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who administers the test?	School Bus Officer & Coordinator and (1) Senior Volunteer from the Area Command.	
(3) Is a proctor present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Who reviews the tests with the applicants?	The Area's School Bus Officer & Coordinator.	
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are driving errors discussed with the applicant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are follow-up investigations conducted when appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are appropriate special coding made on all school bus investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Are hazardous routes or stops reported in writing to the governing board of the school district?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) How many approved stops exist in the Area?	No CHP approved stop list required in San Diego.	
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

5. EVIDENCE/PROPERTY CONTROL

EVALUATED
04-10-08

ACTION REQUIRED
None

CORRECTED
N/A

a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who has been assigned by the commander as the evidence/property officer?	Primary Evidence Officer - Officer B. Bohm. #11394. Alternate Evidence Officers - Officer P. Mann, #12503 & Officer T. Doerr, #14899 (Approved by Division).	
(2) Has an alternate for this position been assigned?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the evidence/property supervisor?	Sgt. C. Lloyd, #12462	
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the supervisor fully understand his/her responsibilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:		
(1) Evidence.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Property.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Weapons.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Controlled substances.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Alcoholic beverages.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) License plates.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Money.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a suspense system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are all items properly identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is security adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers? (2) sets.

(a) Is the distribution of the keys according to policy? ☒ Yes ☐ No

(3) Is the evidence/property officer other than the court officer? ☒ Yes ☐ No

(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence? ☒ Yes ☐ No

(4) Is the property room accessible by repair/maintenance personnel? ☐ Yes ☒ No

(a) Is the room accessible by repair/maintenance personnel? ☐ Yes ☒ No

(b) Is there a false ceiling? ☐ Yes ☒ No

(c) Are door hinges on the inside of the room? ☒ Yes ☐ No

(d) Are any items which require access by other than the evidence/property officer stored in the room? ☐ Yes ☒ No

(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual? ☒ Yes ☐ No

(If not, have steps been initiated to correct the problem?) *N/A* ☐ Yes ☐ No

(5) Are pass-through type temporary storage lockers secured from the inside to prevent entry? *N/A* ☐ Yes ☐ No

(a) Is evidence left in these lockers for no more than one day? ☒ Yes ☐ No

(6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances? ☒ Yes ☐ No

(a) Have any internal investigations been initiated by Area for any such incidents? ☐ Yes ☒ No

6. COLLISION INVESTIGATION FOLLOW-UP

EVALUATED
04-10-08

ACTION REQUIRED
None

CORRECTED
N/A

a. Does the Area have an AI officer? ☒ Yes ☐ No

b. Who is responsible for supervising the officer? Sgt. C. Lloyd, #12462

c. How much time is allocated to the position? (2) AI officers & (1) Hit & Run officer 100%

(1) Is time allocated sufficient? ☒ Yes ☐ No

d. Does the collision investigation follow-up officer have a job description? ☒ Yes ☐ No

(1) Is it current? ☒ Yes ☐ No

(2) What are the officer's duties? Refer to SOP 6.4.17, SOP 6.4.18 and SOP 6.4.20 for the (3) AI officers' "Job Descriptions and Duties." The SOPs are attached to this report.

e. Does the officer understand special reporting requirements? ☒ Yes ☐ No

f. Does the officer have training or special qualifications that complement the position? ☒ Yes ☐ No

g. Is the officer available to respond to accidents to provide technical assistance? ☒ Yes ☐ No

h. Does the officer identify training needs and discuss them with his/her supervisor? ☒ Yes ☐ No

i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes? ☒ Yes ☐ No

j. Does the officer have other duties, if so, what are they? ☒ Yes ☐ No

Refer to SOPs as stated in question d(2) above.

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7. COURT LIAISON OFFICER	EVALUATED 04-10-08	ACTION REQUIRED None	CORRECTED N/A
a. Does the Area have an officer assigned court liaison duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Who supervises the officer? Sgt. C. Lloyd, #12462			
c. How much time is allocated to the position? Officer 100%			
d. Does the officer have a job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is it accurate?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When was it last revised? 04-10-08			
(3) What are the officer's duties? Refer to SOP 6.4.9 Court Officer's "Job Description and Duties." SOP is attached to this report			
e. Does he/she have responsibilities for prisoner arraignment?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
f. Does the officer command respect of his/her peer group?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Is the court officer involved in the DUI Cost Recovery Program?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Does the officer(s) maintain a log?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
i. How many courts are within the Area's jurisdiction? (4)			
j. Does the officer deal with more than one district attorney's (DA) office?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
k. Does the officer have other duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If so, what are the other duties? Refer to SOP 6.4.9 as stated in d.(3) above.			

8. ASSET FORFEITURE (AF) OFFICER	EVALUATED 04-10-08	ACTION REQUIRED None	CORRECTED N/A
a. Does the Area have an officer assigned as AF coordinator?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the officer have current job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is he/she familiar with HPM 81.5, Drug Programs Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Is Area coordinator logging AF cases separate from evidence?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Is there a process in place to ensure proper disposition of AF items?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does Area's log agree with the Field Services Section (FSS) and Division log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, why not?			
g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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- h. Has the Area seized any vehicles under AF? ☒ Yes ☐ No
- (1) If so, does the AF coordinator know where the vehicles are located and their current disposition? N/A ☒ Yes ☐ No
- i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more? ☒ Yes ☐ No
- j. Does the AF coordinator complete a misscreen 50? ☒ Yes ☐ No
- k. Does Area notify Division of all vehicle/boat/plane seizures? ☒ Yes ☐ No
- l. Is Fleet Operations Section notified? ☒ Yes ☐ No
- m. Are all vehicles stored safely and properly protected from inclement weather? ☐ Yes ☒ No
- n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping? ☐ Yes ☒ No
- o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF? ☒ Yes ☐ No
- p. What is the procedure in handling monetary AF awards (checks from the DA)? The check goes to clerical and they prepare the CHP 251 & CHP 230 that is approved and signed by the Commander. Forms & check forwarded to Fiscal Management Section.
- q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator? ☒ Yes ☐ No

9. SPECIALIZED VEHICLES

EVALUATED
04-10-08

ACTION REQUIRED
Yes

CORRECTED
04-10-08

a. Operation and Inspection

- (1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area? ☒ Yes ☐ No
- (a) Who supervises the officer(s)? Sgt. C. Lloyd, #12462
- (b) How much time is allocated? Officer 20%
- (2) Does the officer have a job description? ☒ Yes ☐ No
- (a) Is it accurate? ☒ Yes ☐ No
- (b) When was it last revised? 04-10-08
- (3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles? ☒ Yes ☐ No

(4) Tow Trucks

- (a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks? ☒ Yes ☐ No
- (b) Do files contain current contracts and inspection forms? ☒ Yes ☐ No
- (c) Are there any recent complaints? ☐ Yes ☒ No
- (d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement? ☐ Yes ☒ No
- (e) Who is responsible for inspections? CHP234B - Tow Officer / Level 1 inspection - Commerical Officers
- (f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process? ☒ Yes ☐ No
- (g) Is there evidence that discrepancies are promptly corrected? ☒ Yes ☐ No

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(h) Who conducts annual tow meetings? Area Tow Officer

1 Does the commander attend?

☒ Yes

☐ No

2 Is an agenda prepared?

☒ Yes

☐ No

3 Are minutes prepared and circulated for review?

☐ Yes

☒ No

4 When was the last annual meeting? 04-03-2008

(i) Are rotation and sector assignment procedures clearly established?

☒ Yes

☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?

A briefing item along with a new Tow Company list is given to each officer.

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?

☒ Yes

☐ No

(5) Ambulances

(a) Who is responsible for overseeing the operation of ambulances within the Area?

Special Purpose Vehicle Inspection

Officer/ Tow Officer

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?

☒ Yes

☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?

☒ Yes

☐ No

(d) Are complaints received at Area investigated and documented?

☒ Yes

☒ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification?

☐ Yes

☒ No

1 If so, how is this done?

(f) Are ambulance inspection forms in file current?

☒ Yes

☐ No

(6) Armored Vehicles

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?

☒ Yes

☐ No

(b) What impact on the Area workload do these inspections have?

Minimal at this time.

(7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?

☐ Yes

☒ No

10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM

EVALUATED

04-10-08

ACTION REQUIRED

None

CORRECTED

N/A

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SPECIAL FUNCTIONS

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- a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California? ☐ Yes ☒ No
- (1) Who supervises the officer? N/A
- (2) Is sufficient time allocated for this program? N/A ☐ Yes ☐ No
- (3) Does the officer have a job description? N/A ☐ Yes ☐ No
- (a) Is it accurate? N/A ☐ Yes ☐ No
- b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3? N/A ☐ Yes ☐ No
- c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit? ☒ Yes ☐ No
- (1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due? ☒ Yes ☐ No
- d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type? N/A ☐ Yes ☐ No
- e. Does the Area report significant statistics to Division by comm-net by the 10th of each month? ☐ Yes ☒ No
- f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance? N/A ☐ Yes ☐ No

11. GENERAL SUPPORT

EVALUATED	ACTION REQUIRED	CORRECTED
04-10-08	None	N/A

- a. Is an officer assigned to general support including violation clearance and counter officer? ☒ Yes ☐ No
- b. What additional duties does he/she perform? Refer to SOP 6.4.7 Operations Officer's "Job Description and Duties." SOP attached to this report.

- c. Is there a job description? ☒ Yes ☐ No
- (1) Is it accurate? ☒ Yes ☐ No
- (2) When was it last revised? 04-10-08
- d. How much time is allocated to this position? Officer 100%
- e. With minimal instruction, could this position be handled by limited duty personnel? ☒ Yes ☐ No

12. AREA TRAINING OFFICER

EVALUATED	ACTION REQUIRED	CORRECTED
04-10-08	None	N/A

- a. Does the Area have an officer assigned as the Area training officer? ☒ Yes ☐ No
- b. How much time is allocated to this position? Officer 100%
- c. Who supervises the officer? Sgt. S. Toth, #12572
- d. Does the officer have a job description? ☒ Yes ☐ No
- (1) When was it last revised? 01-11-2007
- e. Does the officer command the respect of his/her peers? ☒ Yes ☐ No
- f. Does the officer have the support of the supervisors? ☒ Yes ☐ No

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g. What training has been provided to the officer? All POST required training, Area OST, Area Ranges, and on-going OST training as time permits.

h. Has he/she been trained as a Department instructor? ☒ Yes ☐ No

i. Is the officer certified as an officer safety training instructor? ☒ Yes ☐ No

j. Has he/she attended the Department's weapons/range officer training? ☒ Yes ☐ No

k. Is the officer qualified to train employees to use tactical rifles? ☒ Yes ☐ No

l. Is the officer a CPR instructor? ☒ Yes ☐ No

m. What role does the officer have in developing and/or presenting Area training programs? The Training Officer has the responsibility to provide training to all uniform personnel in their command and that all POST requirements are met in a timely manner.

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance? ☒ Yes ☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents? ☒ Yes ☐ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations? ☒ Yes ☐ No

q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS? ☒ Yes ☐ No

r. Is the officer responsible for performing range maintenance? ☒ Yes ☐ No

s. What other duties or assignments does the training officer have? Refer to SOP 6.4.8 Training Officer's "Job Description and Duties." SOP is attached to this report.

13. LIMITED DUTY

EVALUATED
04-10-2008

ACTION REQUIRED
None

CORRECTED
N/A

a. Does the Area currently have limited duty personnel assigned? ☒ Yes ☐ No

(1) What are their classifications, and what duties are they assigned? (1) Lieutenant - same duties/no road patrol.

(1) Sergeant - Admin., SIU duties/no road patrol. (4) Officers - 1: Alter. Training Officer 1: Assist front desk and admin. projects

1: Assist Clerical Unit 1: School Bus Officer - same duties.

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment? ☒ Yes ☐ No

(1) Could they be used more efficiently? ☐ Yes ☒ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol? ☐ Yes ☒ No

d. Are any current assignments in excess of six months? 4-6 yr MAXIMUM ASSIGNMENTS ☒ Yes ☐ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases? ☒ Yes ☐ No

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f. Are limited duty personnel having public contact appropriately attired?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	EVALUATED 04-10-2008	ACTION REQUIRED None	CORRECTED N/A
a. Does the Area have personnel assigned to special projects or tactical operations?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the position full time or on an on-call basis?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. If full time, is the assignment for a specified number of weeks or months?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. What are the duties/responsibilities of the officer?		The San Diego Area has (1) officer assigned temporarily to the Border Division Background Unit. The duration of the position is unknown at this time due to the current demand on processing backgrounds to obtain qualified persons to become a CHP officer.	
e. Who supervises the officer?		Border Division Backgrounds Sergeant	
f. How does he/she account for his/her time?		The officer is accountable to the Border Division Backgrounds Sergeant.	
g. What is the selection criteria for the assignment?		Area Commander has the final decision based on the officer's qualifications.	
h. Has the Area member contributed to the success or mission of the team or task force?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?		N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
j. Is there a Memorandum of Understanding (MOU) on file?		N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
k. Is the special assignment on a reimbursable contract?		N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) If so, is the contract being followed?		N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

Questions (i) thru (k) - N/A

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AREA 650	DIVISION 601	NUMBER
EVALUATED BY Sergeant M. Boothe		DATE 04/04/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		DATE
BY		COMMANDER'S REVIEW
		5-2-08

I. GENERAL

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Are special duty assignments minimized? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) Is maximum efficiency attained? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(2) Are there any special duty functions which could be performed by a beat officer or other support personnel? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
b. Are assigned duties consistent with the job description? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) Could duties be combined with another special duty assignment for efficiency? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
(2) Which special duty officers (positions) were interviewed? PAO, Watch Officer, VIN Officer, A.I. Review, School Bus/Tow Officer, Training Officer, Court Officer, Evidence Officer, Special Investigations Officer.		
c. How are individuals for special duty assignments selected? Interview process.		
(1) Are special duty opportunities open to all officers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(2) Does selection contribute to attainment of affirmative action goals? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
d. Can the special duty supervisor describe the duties and workload of the special duty personnel? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) Upon what criteria are special duty personnel evaluated? Efficiency of the program.		
(2) Are special duty officers held accountable for their time and performance? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
e. Do the commander and management team have an active interest in special duty programs? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) Is time taken by the commander to discuss activities and potential problems? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

EVALUATED Yes		ACTION REQUIRED No	CORRECTED
. VEHICLE THEFT			
a. What is the scope of the Area's Vehicle Theft Program? No formal programs in place other than the 10851 award program.			
b. Are there open lines of communication with the Division vehicle theft coordinator? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

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(2) Who is authorized to request assistance from vehicle theft coordinators?

Supervisors and OIC's

c. Is the program effective?

☒ Yes ☐ No

(1) Vehicle theft recovery goals established?

☐ Yes ☒ No

(2) Goals attained?

☐ Yes ☐ No

(3) How does the current number of stolen and recovered vehicles compare to prior time periods?

The number has risen due

to the activation of the fixed License Plate Readers at both the San Onofre and Rainbow Inspection Facilities.

(4) Are work hours dedicated to the program appropriate?

☒ Yes ☐ No

(5) Do beat officers and supervisors have an interest in the program?

☒ Yes ☐ No

d. Is the program supported by district/city attorneys and the courts?

☒ Yes ☐ No

(1) Has the program been discussed with them?

☒ Yes ☐ No

(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?

Monthly meetings

with the DA's office and our Court Officer to discuss related issues.

e. Do the commander and management team take a personal interest in the program?

☒ Yes ☐ No

(1) What guidance and direction is provided?

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?

☒ Yes ☐ No

(1) Do they have an idea of the number of thefts and recoveries in the Area?

☒ Yes ☐ No

(2) Are they knowledgeable of the Department's Vehicle Theft Program?

☒ Yes ☐ No

(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?

☒ Yes ☐ No

(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?

☒ Yes ☐ No

(5) Do they give guidance and direction?

☒ Yes ☐ No

(6) Do they demonstrate an interest in the program?

☒ Yes ☐ No

(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?

☒ Yes ☐ No

g. Is vehicle theft education/training provided by Area?

☒ Yes ☐ No

(1) Are training aids used?

☒ Yes ☐ No

(2) Are division vehicle theft coordinators/investigators made available for training?

☒ Yes ☐ No

(3) Vehicle theft prevention discussed at briefings?

☒ Yes ☐ No

(4) How is information on unique problems and circumstances disseminated to beat officers?

Briefing items, posters in office and

on bulletin boards. Also, during related discussions on Area training days.

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(5) Are officers and supervisors proficient in locating and decoding VINs? ☒ Yes ☐ No

h. Have any Area officers earned the Department's 10851 Award? ☒ Yes ☐ No

(1) Have any officers qualified for the Master 10851 Award? ☒ Yes ☐ No

(2) How are awards presented? During Area training days.

(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program? ☒ Yes ☐ No

(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program? ☒ Yes ☐ No

I. VEHICLE IDENTIFICATION NUMBER PROGRAM

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED

a. Is the VIN program understood by beat officers? ☒ Yes ☐ No

(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers? ☒ Yes ☐ No

b. Who is the assigned VIN officer? Officer R. Rodriguez, #13181

(1) How was he/she trained? Trained by the previous VIN Officer and attended Academy training.

(a) Is training adequate? ☒ Yes ☐ No

(2) Is the VIN officer proficient? ☒ Yes ☐ No

(3) Who is the alternate VIN officer? Officer J. Howard, #16350

(4) Are VIN inspections conducted in a secure setting? ☒ Yes ☐ No

(5) Is Field Support Section used as a resource? ☒ Yes ☐ No

c. What kind of system is in place to control the VIN officer's workload? Appointment process.

(1) Are VIN assignments/verifications done on an appointment basis? ☒ Yes ☐ No

(a) Is there an excessive backlog? ☐ Yes ☒ No

(b) Is the vehicle owner's convenience a consideration? ☒ Yes ☐ No

(2) Are field officers and employees having public contact aware of the system used by the VIN officer? ☒ Yes ☐ No

(3) Are associated documents processed promptly and submitted on time? ☒ Yes ☐ No

d. Is there proper security for replacement VIN plates? ☒ Yes ☐ No

(1) Are inventory controls adequate? ☒ Yes ☐ No

(2) Are entries legible? ☒ Yes ☐ No

(3) Do records match inventories? ☒ Yes ☐ No

(4) Are required reports accurate and submitted properly? ☒ Yes ☐ No

e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB? ☒ Yes ☐ No

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- f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations? ☐ Yes ☒ No

4. SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

- a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area? ☒ Yes ☐ No
- b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator? ☒ Yes ☐ No
- (1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual? ☒ Yes ☐ No
- (a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.? ☒ Yes ☐ No
- (b) CHP 100E, Monthly Activity Report? ☒ Yes ☐ No
- (c) School Bus Traffic Collision Reports and DMV printout H-6? ☒ Yes ☐ No
- (d) Approved stops list? ☒ Yes ☐ No
- (2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties? ☒ Yes ☐ No
- (a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual? ☒ Yes ☐ No
- (3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator? Officer J. Crowe, #15600
- (4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner? ☒ Yes ☐ No
- (5) Is program time properly justified? ☒ Yes ☐ No
- (a) How much time is allotted? Full time
- (b) Is time sufficient to meet departmental objectives? ☒ Yes ☐ No
- (c) Is the time expended within the Area's allotment? ☒ Yes ☐ No
- c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor? ☒ Yes ☐ No
- (1) Does the supervisor have adequate knowledge of the functions of the Area program? ☒ Yes ☐ No
- (2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual? ☒ Yes ☐ No
- (3) Is he/she aware of the officer/coordinator's workload? ☒ Yes ☐ No
- (4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator? ☒ Yes ☐ No
- d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? All related school bus issues. Attended In-Service Training classes? Have a thorough, practical knowledge of:
- (1) Departmental policy relating to the School Pupil Safety Transportation Safety Program? ☒ Yes ☐ No
- (2) School bus driver certification? ☒ Yes ☐ No
- (3) School bus accident investigation? ☒ Yes ☐ No
- (4) School bus reinspection? ☒ Yes ☐ No
- (5) School bus routes and stops? ☒ Yes ☐ No

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e. Does the officer/coordinator coordinate activities and information with adjacent Areas? ☒ Yes ☐ No

(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section? ☒ Yes ☐ No

f. Is there a sound procedure for scheduling and administering written tests? ☒ Yes ☐ No

(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time? ☒ Yes ☐ No

(2) Who administers the test? School Bus Officer

(3) Is a proctor present? ☒ Yes ☐ No

(4) Adequate supply of the five variations of both the driver and first aid tests on hand? ☒ Yes ☐ No

(5) Who reviews the tests with the applicants? School Bus Officer

(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control? ☒ Yes ☐ No

(7) Are driving errors discussed with the applicant? ☒ Yes ☐ No

(8) Is the school bus transportation supervisor advised of any additional training needs? ☒ Yes ☐ No

g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations? ☒ Yes ☐ No

(1) Are follow-up investigations conducted when appropriate? ☒ Yes ☐ No

(2) Are appropriate special coding made on all school bus investigations? ☒ Yes ☐ No

(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver? ☒ Yes ☐ No

(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted? ☒ Yes ☐ No

h. Are hazardous routes or stops reported in writing to the governing board of the school district? ☒ Yes ☐ No

(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13? ☒ Yes ☐ No

(2) How many approved stops exist in the Area? 27

i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations? ☒ Yes ☐ No

EVIDENCE/PROPERTY CONTROL

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED

a. Has the Area commander demonstrated an interest in the proper control of evidence and property? ☒ Yes ☐ No

(1) Who has been assigned by the commander as the evidence/property officer? Officer S. Emmons, #9837

(2) Has an alternate for this position been assigned? ☒ Yes ☐ No

(3) Who is the evidence/property supervisor? Sgt. K. Van Orsdel, #12118

b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual? ☒ Yes ☐ No

(1) Does the supervisor fully understand his/her responsibilities? ☒ Yes ☐ No

(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories? ☒ Yes ☐ No

(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence? ☒ Yes ☐ No

(a) Is the system adequate? ☒ Yes ☐ No

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(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active? ☒ Yes ☐ No

(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9? ☒ Yes ☐ No

(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System? ☒ Yes ☐ No

(a) Are entered items canceled when the property is no longer in CHP possession? ☒ Yes ☐ No

(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances? ☒ Yes ☐ No

c. Have procedures been examined for retaining and disposing of:

(1) Evidence. ☒ Yes ☐ No

(2) Property. ☒ Yes ☐ No

(3) Weapons. ☒ Yes ☐ No

(4) Controlled substances. ☒ Yes ☐ No

(5) Alcoholic beverages. ☒ Yes ☐ No

(6) License plates. ☒ Yes ☐ No

(7) Money. ☒ Yes ☐ No

d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days? ☒ Yes ☐ No

(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed? ☒ Yes ☐ No

e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed? ☒ Yes ☐ No

(1) Is the system adequate? ☒ Yes ☐ No

(2) Is there a suspense system? ☒ Yes ☐ No

(3) Are all items properly identified? ☒ Yes ☐ No

(4) Are accurate records kept on weapons and controlled substances which have been disposed of? ☒ Yes ☐ No

(a) Do Area records compare accurately with court records? ☒ Yes ☐ No

f. Are periodic audits completed to ensure integrity of the property system? ☒ Yes ☐ No

(1) Has a semiannual audit of the property system been conducted? ☒ Yes ☐ No

(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual? ☒ Yes ☐ No

(a) Have more frequent audits been conducted in identified problem areas? ☒ Yes ☐ No

g. Have inventories been conducted periodically to ensure integrity of the system? ☒ Yes ☐ No

h. Is security adequate? ☒ Yes ☐ No

(1) Is a security log maintained in the property room? ☒ Yes ☐ No

(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer? ☒ Yes ☐ No

(b) Has the evidence/property officer or supervisor been present with everyone entering the room? ☒ Yes ☐ No

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(2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers?

Two

(a) Is the distribution of the keys according to policy?

☒ Yes ☐ No

(3) Is the evidence/property officer other than the court officer?

☒ Yes ☐ No

(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?

☒ Yes ☐ No

(4) Is the property room accessible by repair/maintenance personnel?

☐ Yes ☒ No

(a) Is the room accessible by repair/maintenance personnel?

☐ Yes ☒ No

(b) Is there a false ceiling?

☐ Yes ☒ No

(c) Are door hinges on the inside of the room?

☐ Yes ☒ No

(d) Are any items which require access by other than the evidence/property officer stored in the room?

☐ Yes ☒ No

(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?

☐ Yes ☒ No

(If not, have steps been initiated to correct the problem?)

☐ Yes ☒ No

(5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?

☐ Yes ☒ No

(a) Is evidence left in these lockers for no more than one day?

☐ Yes ☐ No

(6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?

☒ Yes ☐ No

(a) Have any internal investigations been initiated by Area for any such incidents?

☐ Yes ☒ No

COLLISION INVESTIGATION FOLLOW-UP

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Does the Area have an AI officer?

☒ Yes ☐ No

b. Who is responsible for supervising the officer? Sgt. K. Van Orsdel, #12118

c. How much time is allocated to the position? Full time

(1) Is time allocated sufficient?

☒ Yes ☐ No

d. Does the collision investigation follow-up officer have a job description?

☒ Yes ☐ No

(1) Is it current?

☒ Yes ☐ No

(2) What are the officer's duties? AI review, assist with hit and run follow up, AI resource for field personnel.

e. Does the officer understand special reporting requirements?

☒ Yes ☐ No

f. Does the officer have training or special qualifications that complement the position?

☒ Yes ☐ No

g. Is the officer available to respond to accidents to provide technical assistance?

☒ Yes ☐ No

h. Does the officer identify training needs and discuss them with his/her supervisor?

☒ Yes ☐ No

i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?

☒ Yes ☐ No

j. Does the officer have other duties, if so, what are they?

☐ Yes ☒ No

I. COURT LIAISON OFFICER	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	
a. Does the Area have an officer assigned court liaison duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Who supervises the officer? Sgt. K. Van Orsdel, #12118			
c. How much time is allocated to the position? Full time			
d. Does the officer have a job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is it accurate?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When was it last revised? July 24, 2007			
(3) What are the officer's duties? Check in-custodies, liaison with DA's office & court, coordinate court activities. On rare occasions, review 202/216 reports.			
e. Does he/she have responsibilities for prisoner arraignment?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does the officer command respect of his/her peer group?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Is the court officer involved in the DUI Cost Recovery Program?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer(s) maintain a log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
i. How many courts are within the Area's jurisdiction? One			
j. Does the officer deal with more than one district attorney's (DA) office?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
k. Does the officer have other duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If so, what are the other duties? Assists VIN and Special Investigations Officers.			

II. ASSET FORFEITURE (AF) OFFICER	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	
a. Does the Area have an officer assigned as AF coordinator?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the officer have current job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is he/she familiar with HPM 81.5, Drug Programs Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Is Area coordinator logging AF cases separate from evidence?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Is there a process in place to ensure proper disposition of AF items?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does Area's log agree with the Field Services Section (FSS) and Division log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, why not?			
g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

h. Has the Area seized any vehicles under AF?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If so, does the AF coordinator know where the vehicles are located and their current disposition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
j. Does the AF coordinator complete a misscreen 50?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
k. Does Area notify Division of all vehicle/boat/plane seizures?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
l. Is Fleet Operations Section notified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
m. Are all vehicles stored safely and properly protected from inclement weather?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
p. What is the procedure in handling monetary AF awards (checks from the DA)?	Listed below (q.).	

q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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i. SPECIALIZED VEHICLES	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
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a. Operation and Inspection		
(1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Who supervises the officer(s)? Sergeant K. Van Orsdel, #12118		
(b) How much time is allocated? Full time		
(2) Does the officer have a job description?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is it accurate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) When was it last revised? July 24, 2007		
(3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Tow Trucks		
(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do files contain current contracts and inspection forms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Are there any recent complaints?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(e) Who is responsible for inspections? Officer D. Fields, #11133		
(f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Is there evidence that discrepancies are promptly corrected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

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(h) Who conducts annual tow meetings? Tow officer

1 Does the commander attend?

☒ Yes☐ No

2 Is an agenda prepared?

☒ Yes☐ No

3 Are minutes prepared and circulated for review?

☐ Yes☒ No

4 When was the last annual meeting? May 21, 2007

(i) Are rotation and sector assignment procedures clearly established?

☒ Yes☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?

Briefing items.

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?

☒ Yes☐ No

(5) Ambulances

(a) Who is responsible for overseeing the operation of ambulances within the Area?

Tow officer

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?

☒ Yes☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?

☒ Yes☐ No

(d) Are complaints received at Area investigated and documented?

☒ Yes☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification?

☐ Yes☒ No

1 If so, how is this done?

(f) Are ambulance inspection forms in file current?

☒ Yes☐ No

(6) Armored Vehicles

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?

☐ Yes☒ No

(b) What impact on the Area workload do these inspections have?

(7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?

☐ Yes☐ No

D. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM

EVALUATED
NoACTION REQUIRED
No

CORRECTED

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

- a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California? ☐ Yes ☒ No

(1) Who supervises the officer? N/A

- (2) Is sufficient time allocated for this program? ☐ Yes ☐ No

- (3) Does the officer have a job description? ☐ Yes ☐ No

- (a) Is it accurate? ☐ Yes ☐ No

- b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3? ☐ Yes ☐ No

- c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit? ☐ Yes ☐ No

- (1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due? ☐ Yes ☐ No

- d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type? ☐ Yes ☐ No

- e. Does the Area report significant statistics to Division by comm-net by the 10th of each month? ☐ Yes ☐ No

- f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance? ☐ Yes ☐ No

1. GENERAL SUPPORT

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

- a. Is an officer assigned to general support including violation clearance and counter officer? ☒ Yes ☐ No

- b. What additional duties does he/she perform? Coordination of overtime contracts and assignments with Administrative Sergeant. Also, oversees the Area's Senior Volunteer Program.

- c. Is there a job description? ☒ Yes ☐ No

- (1) Is it accurate? ☒ Yes ☐ No

(2) When was it last revised? July 24, 2007

- d. How much time is allocated to this position? Full time

- e. With minimal instruction, could this position be handled by limited duty personnel? ☐ Yes ☒ No

2. AREA TRAINING OFFICER

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

- a. Does the Area have an officer assigned as the Area training officer? ☒ Yes ☐ No

- b. How much time is allocated to this position? Full time

- c. Who supervises the officer? Sergeant K. Van Orsdel, #12118

- d. Does the officer have a job description? ☒ Yes ☐ No

(1) When was it last revised? July 24, 2007

- e. Does the officer command the respect of his/her peers? ☒ Yes ☐ No

- f. Does the officer have the support of the supervisors? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

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g. What training has been provided to the officer?	Departmental training, training from allied agencies, and outside sources with speciality skills.		
h. Has he/she been trained as a Department instructor?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
i. Is the officer certified as an officer safety training instructor?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
j. Has he/she attended the Department's weapons/range officer training?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
k. Is the officer qualified to train employees to use tactical rifles?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
l. Is the officer a CPR instructor?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
m. What role does the officer have in developing and/or presenting Area training programs?	The training officer develops, prepares and conducts all training for Area personnel.		
n. Does the officer keep Area informed of officers deficient in training or those who have superior performance?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
r. Is the officer responsible for performing range maintenance?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
s. What other duties or assignments does the training officer have?	Range master.		

3. LIMITED DUTY	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	
a. Does the Area currently have limited duty personnel assigned?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) What are their classifications, and what duties are they assigned?	Field officers. Review collision reports/investigations, various administrative assignments, assist court officer and Front Desk Officer.		
b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Could they be used more efficiently?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
d. Are any current assignments in excess of six months?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

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f. Are limited duty personnel having public contact appropriately attired?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	EVALUATED	ACTION REQUIRED	CORRECTED	
	Yes	No		
a. Does the Area have personnel assigned to special projects or tactical operations?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the position full time or on an on-call basis?			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. If full time, is the assignment for a specified number of weeks or months?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What are the duties/responsibilities of the officer?			Border Division Mobile Field Force	
e. Who supervises the officer?			Division personnel	
f. How does he/she account for his/her time?			At Area as directed by Border Division.	
g. What is the selection criteria for the assignment?			Done by Border Division	
h. Has the Area member contributed to the success or mission of the team or task force?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
j. Is there a Memorandum of Understanding (MOU) on file?			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
k. Is the special assignment on a reimbursable contract?			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) If so, is the contract being followed?			<input type="checkbox"/> Yes	<input type="checkbox"/> No

1. GENERAL

- a. The Area presently has 10 full-time special duty positions (SDP's): Public Affairs Officer, Court Liaison Officer, General Support & Watch Officer, Specialized Vehicle/School Pupil and Farm Labor Officer, Vehicle Identification Number (VIN) Officer, Training Officer, Felony Follow-up Officer, Evidence Officer, and two Accident Investigation Review Officers.
- b. Each has a written job description in the Standard Operating Procedure (SOP). All positions have multiple tasks. Most of the job descriptions were revised on July 24, 2007, due to the Evidence Officer position becoming full-time. Support from field personnel is impractical in most cases because the morning and afternoon road patrol shifts are often at or below needed deployment strength.
- c. When a SDP becomes vacant, a briefing item is published soliciting officers who may be interested in the position. Interested candidates are usually interviewed, and then an officer is selected based on the most qualified and personally suited individual for the position. Special Duty positions are not usually coveted by road patrol personnel, so there is usually only a small amount of interested persons.
- d. All SDP personnel are supervised by the Administrative Sergeant. Each SDP officer is evaluated on a monthly basis by the Administrative Sergeant. The means of evaluation is by personal knowledge, feed-back from other supervisors and review of each officer's CHP 100 form. The Administrative Sergeant is familiar with the job tasks of each SDP.
- e. All SDP personnel and the Administrative Sergeant meet regularly to discuss items of mutual concern. The PAO consults with the Area Commander daily. The Administrative Sergeant briefs the Area Commander and Lieutenant about items of interest.

2. VEHICLE THEFT

- a. The Felony Follow-up Officer is responsible for coordinating vehicle theft investigations when extensive follow-up coordination with allied agencies is necessary. The Felony Follow-up Officer follows up on leads through informants, citizens, Area officers, investigative counterparts from allied agencies and other various sources.
- b. In any case requiring extensive or complex follow-up, the Felony Follow-up Officer or any Area Sergeant will consult or refer the case to the Border Division Investigative Services Unit.

- c. The Area utilizes the Department's 10851 award program. The program is understood thoroughly by Area personnel. The awards are usually presented at quarterly Area training days.

3. VEHICLE IDENTIFICATION NUMBER PROGRAM

- a. The Area's officers are generally familiar with VIN verification issues and 10751 VC procedures. Field personnel refer vehicles with VIN issues that exceed their understanding to the VIN officer.
- b. Officer R. Rodriguez, #13181, is the current VIN officer. He attended a 40 hour VIN training class at the Clark Training Center and was additionally trained by the previous VIN officer. He has an excellent rapport with Border Division vehicle theft personnel and works with them on a regular basis. All inspections are scheduled by him and are conducted in the rear carport, which is inaccessible to the public.
- c. Citizens who call the office for an appointment are first screened and given a choice of available times on the scheduled VIN inspection day. VIN inspections are normally conducted Tuesday through Thursday. Special consideration is occasionally given to those who are unable to come in on those days.
- d. Replacement VIN plates are kept locked in the VIN officer's desk. An inventory is kept on the CHP 97 and 97A. All entries are legible and match the inventory.
- e. The VIN Officer regularly solicits assistance from Border Division auto theft personnel, Border Division Investigative Services Unit, and N.I.C.B.

4. SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY

- a. The Area Commander and Lieutenant are kept informed of the various aspects of the School Pupil and Farm Labor (SP&FL) Transportation Safety Programs.
- b. The SP&FL Officer is also the Specialized Vehicles Officer. The alternate for the position is Officer Jaime Crowe, #15600. The SP&FL officer is knowledgeable and proficient in all functions required of the position.
- c. The SP&FL officer is supervised by the Administrative Sergeant. He reviews the CHP 100E's which are submitted monthly by the SP&FL officer.
- d. The SP&FL officer received Academy training and is thoroughly aware of the resources available such as Commercial Vehicle Section.

- f. School districts contact the Area to schedule written tests, which are conducted each Wednesday by the SP&FL with the assistance of a senior volunteer. There is an adequate supply of driver and first aid tests on hand. The SP&FL officer reviews the test with each applicant. Training needs are discussed with the respective Transportation Director.
- g. The SP&FL officer reviews all school bus collision reports for appropriate coding and final approval.

5. EVIDENCE/PROPERTY CONTROL

- a. Evidence/Property management is the responsibility of the Evidence Officer. Storage space for evidence is very limited. However, some of the large items are placed in a metal storage shed in the rear parking lot. Evidence and property brought into the office is placed into one of seven temporary evidence lockers in the briefing room.
- b. The Area Commander and the Evidence Officer have the only two sets of keys to the evidence room. The Evidence Officer is the only employee who has keys to the temporary storage lockers in the briefing room. There has been no problem with a loss of evidence or property. Once evidence is brought in, the officer places it in a K-PAK plastic envelope or in a paper envelope/bag. A CHP 36 form is completed, reviewed, and signed by a supervisor. Evidence records are locked in the Evidence Officer's files. Old records are locked in the evidence locker. Valuables are safe guarded as per HPM 81.2.
- c. Evidence and property records are secured in the Evidence Officer's office. Once evidence is placed in the temporary locker, only the Evidence Officer has custody from that point on, unless the evidence is transported to the crime lab for analysis. Evidence/Property record files are regularly examined, including a quarterly audit performed by the Administrative Sergeant and the Evidence Officer. Area is on-line with the San Diego County main frame computer system which allows the Evidence Officer to access court records to determine if court cases have been adjudicated. If a case is adjudicated, evidence is purged accordingly.

The following procedures are followed for retaining and disposing of property and/or evidence:

- (1) Evidence held for felony charge purposes may be purged after three years or date of conviction. Evidence held for misdemeanor charges may be purged after one year or after date of conviction. Evidence may be held when a warrant has been issued due to a defendant failing to appear or if the case is still under investigation.

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- (2) Letters are mailed to property owners. If there is no response after ninety days, the property is transported to Stores Section in Sacramento, per policy.
- (3) Weapons are disposed of per policy upon receipt of destruction order from the court.
- (4) Both small and large quantities of controlled substances are disposed of through a departmental contract with Southeast Resource Recovery in the city of Long Beach.
- (5) Alcoholic beverages are disposed of locally, but are normally not brought in as evidence or property.
- (6) License plates retained as evidence are returned to DMV when the case is adjudicated. If logged as found property, license plates are returned to DMV.
- (7) Money that cannot be returned to its owner is first converted into a cashier's check and then forwarded to Accounting Section in Sacramento.
- d. Unclaimed property is picked up quarterly by General Services and returned to Stores Section in Sacramento.
- e. The CHP 36 files are audited quarterly.

6. COLLISION INVESTIGATION FOLLOW-UP

- a. Area has two Accident Investigation Officer (AIO) positions which are supervised by the Administrative Sergeant. The Area SOP contains a current job description. Both AIO's are very thorough and ensure the Area's reports/investigations are of the best possible quality. The two officers review an average of 360-400 reports/investigations each month. This alone takes most of their time.

Both AIO's have received additional training in accident investigation. They are extremely knowledgeable in regards to the CIM and regularly consult with SWITRS when technical information is needed. The AIO's provide both positive and negative feedback for AI reports/investigations.

7. COURT LIAISON OFFICER (CLO)

- a. The Area has a full-time CLO, who is supervised by the Administrative Sergeant. The CLO position has a job description in the Area SOP. The CLO is responsible for ensuring all arrest reports are reviewed and meet departmental policy and include the necessary information to meet the requirements of the District Attorney. The CLO has the respect of his peers and supervisors. He is highly regarded by personnel at the court and within the Area.
- b. The current CLO is also the Area's asset forfeiture coordinator. The CLO makes all appropriate notifications to allied agencies, including the Narcotics Task Force (NTF) whenever an arrest or seizure meets forfeiture requirements. The CLO notifies Division and obtains an asset forfeiture number from Investigative Services. Seizure funds which have been allocated directly to the Area are handled according to policy.

8. ASSET FORFEITURE (AF) OFFICER

- a. The Area's CLO is also the Area's Asset Forfeiture Officer. In calendar year 2007, there were three asset forfeiture cases involving cash and one involving a vehicle. All four cases were handled appropriately, within policy, and were completed. There are no current cases pending.

9. SPECIALIZED VEHICLES

- a. The School Pupil and Farm Labor (SP&FL) Transportation Safety Officer oversees the Specialized Vehicle Program. There is a current job description in the Area SOP.
 - (1) Tow Trucks: The Area is in compliance with HPM 81.2. The SP&FL officer completes complaint investigations made against tow truck operators/drivers by officers and citizens alike on locally devised forms. He occasionally conducts random inspections and ensures discrepancies are promptly corrected. Rotation and sector boundaries have been established. Dispatch is notified of suspensions and officers are briefed as necessary. The SP&FL officer conducts the annual tow meeting.
 - (2) Ambulances: Most ambulances are based with a parent company in San Diego and are not inspected locally.
 - (3) Armored Vehicles: The Area has no armored vehicles within its purview.

10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM

The Area currently does not have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registrations fees due in California.

11. GENERAL SUPPORT

- a. In keeping with the increased demands for public services and to bring the Area in-line with Border Division Areas, the Area has an assigned General Support/Watch Officer (GS/WO) position. The GS/WO position is supervised by the Administrative Sergeant and the Area SOP includes a current job description.
- b. The GS/WO provides security for clerical personnel. He also functions as the front desk clearance officer. In addition to his other numerous duties he coordinates all special event and special project overtime, including the COZEPP and MAZEPP overtime programs, and the preparation and coordination of reimbursable service contracts, which are comprised of numerous movies filmed within the Area and sporting events held upon Area roadways.
- c. The GS/WO screens incoming calls for supervisors, the F.O.O. and the Area Commander.

12. AREA TRAINING OFFICER

- a. The Area has a full-time Training Officer (TO), who is under the immediate supervision of the Administrative Sergeant. There is a current job description in the Area SOP. The TO ensures all mandated training is carried out and training records are kept up to date.
- b. The TO schedules and conducts monthly range shoots. He maintains the inventory of all Area weapons and ammunition. He has been trained as a departmental CPR instructor. He has also been trained as a departmental range and weapons officer. He develops, prepares, and conducts the Area's quarterly training days.

13. LIMITED DUTY

- a. The Area currently does not have any personnel assigned to limited duty.

14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS

- a. The Area currently has three officers assigned to the Border Division Mobile Field Force. This assignment is on an on-call basis. The team was only recently established has not yet been deployed. The hours spent on training or deployment will be out of the Area budget. It is not a reimbursable services project.

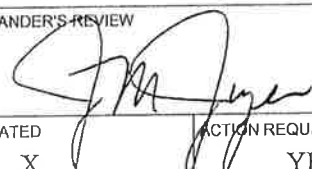
A handwritten signature in black ink, appearing to read 'M. D. Boothe', with a long horizontal stroke extending to the right.

M. D. BOOTHE, #13225
Sergeant

AREA Temecula	DIVISION Border	NUMBER
EVALUATED BY H. Bonilla, #13443/Acting Sergeant		DATE 04/24/2008

1 CAPTAIN Susp. → 5/15/08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE 05/15/2008
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Correction Report BY 5-24-08	COMMANDER'S REVIEW 
		DATE 4-24-08
1. GENERAL		EVALUATED X ACTION REQUIRED YES CORRECTED

- a. Are special duty assignments minimized? ☒ Yes ☐ No
- (1) Is maximum efficiency attained? ☒ Yes ☐ No
- (2) Are there any special duty functions which could be performed by a beat officer or other support personnel? ☒ Yes ☐ No

- b. Are assigned duties consistent with the job description? ☐ Yes ☒ No
- (1) Could duties be combined with another special duty assignment for efficiency? ☐ Yes ☒ No

(2) Which special duty officers (positions) were interviewed? *General Support; VIN/Salvage Vehicle; AI; Court/Evidence;
PAO/School Bus, Training Officer & Asset Forfeiture.

- c. How are individuals for special duty assignments selected? *Ability to perform specific duties. Selected by the Area
Commander.

- (1) Are special duty opportunities open to all officers? ☒ Yes ☐ No
- (2) Does selection contribute to attainment of affirmative action goals? ☒ Yes ☐ No

- d. Can the special duty supervisor describe the duties and workload of the special duty personnel? ☒ Yes ☐ No
- (1) Upon what criteria are special duty personnel evaluated? *Special duty personnel are evaluated on their effectiveness in
performing required tasks and duties.

- (2) Are special duty officers held accountable for their time and performance? ☒ Yes ☐ No
- (3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor? ☐ Yes ☒ No

- e. Do the commander and management team have an active interest in special duty programs? ☒ Yes ☐ No
- (1) Is time taken by the commander to discuss activities and potential problems? ☒ Yes ☐ No

2. VEHICLE THEFT	EVALUATED X	ACTION REQUIRED NO	CORRECTED
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- a. What is the scope of the Area's Vehicle Theft Program? *To encourage officers to seek and recover stolen vehicles and
equipment as referred to in the Department's Strategic Plan..

- b. Are there open lines of communication with the Division vehicle theft coordinator? ☒ Yes ☐ No
- (1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators? ☒ Yes ☐ No

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(2) Who is authorized to request assistance from vehicle theft coordinators? *Area Management & Supervisors; VIN Officer.

c. Is the program effective? ☒ Yes ☐ No

(1) Vehicle theft recovery goals established? ☒ Yes ☐ No

(2) Goals attained? ☒ Yes ☐ No

(3) How does the current number of stolen and recovered vehicles compare to prior time periods? Current stolen and recovery numbers are similar to prior time frames.

(4) Are work hours dedicated to the program appropriate? ☒ Yes ☐ No

(5) Do beat officers and supervisors have an interest in the program? ☒ Yes ☐ No

d. Is the program supported by district/city attorneys and the courts? ☒ Yes ☐ No

(1) Has the program been discussed with them? ☒ Yes ☐ No

(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges? Quarterly meetings with Court Liaison Officer.

e. Do the commander and management team take a personal interest in the program? ☒ Yes ☐ No

(1) What guidance and direction is provided? *Sergeants and officers are encouraged to aggressively seek and recover stolen vehicles and equipment. SROVT auto theft scenarios are read and discussed during briefings. In addition, CTIP hotsheet information is received from Border Division and disseminated during briefings.

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area? ☒ Yes ☐ No

(1) Do they have an idea of the number of thefts and recoveries in the Area? ☒ Yes ☐ No

(2) Are they knowledgeable of the Department's Vehicle Theft Program? ☒ Yes ☐ No

(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques? ☒ Yes ☐ No

(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures? ☒ Yes ☐ No

(5) Do they give guidance and direction? ☒ Yes ☐ No

(6) Do they demonstrate an interest in the program? ☒ Yes ☐ No

(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued? ☒ Yes ☐ No

g. Is vehicle theft education/training provided by Area? ☒ Yes ☐ No

(1) Are training aids used? ☒ Yes ☐ No

(2) Are division vehicle theft coordinators/investigators made available for training? ☒ Yes ☐ No

(3) Vehicle theft prevention discussed at briefings? ☒ Yes ☐ No

(4) How is information on unique problems and circumstances disseminated to beat officers? *Vehicle theft trend analysis are posted in briefing room. They are also discussed as appropriate during briefings and training days.

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(5) Are officers and supervisors proficient in locating and decoding VINs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Have any Area officers earned the Department's 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any officers qualified for the Master 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How are awards presented? *During Area training days with managers, supervisors and peers in attendance.		
(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3. VEHICLE IDENTIFICATION NUMBER PROGRAM	EVALUATED X	ACTION REQUIRED NO
a. Is the VIN program understood by beat officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Who is the assigned VIN officer? *Officer Merritt Griffin, #10953		
(1) How was he/she trained? *40 hour Academy class and refresher courses given by Border Division personnel.		
(a) Is training adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the VIN officer proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate VIN officer? *Officer Ceballos who has attended a 40 hour vehicle theft course.		
(4) Are VIN inspections conducted in a secure setting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is Field Support Section used as a resource?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. What kind of system is in place to control the VIN officer's workload? *A work schedule log is maintained limiting any backlog.		
(1) Are VIN assignments/verifications done on an appointment basis?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is there an excessive backlog?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is the vehicle owner's convenience a consideration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are associated documents processed promptly and submitted on time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is there proper security for replacement VIN plates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are inventory controls adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are entries legible?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do records match inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are required reports accurate and submitted properly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is there a sound procedure for scheduling and administering written tests?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who administers the test? *School Bus Officer with the assistance of senior volunteers.		
(3) Is a proctor present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Who reviews the tests with the applicants? *School Bus Officer		
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are driving errors discussed with the applicant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are follow-up investigations conducted when appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are appropriate special coding made on all school bus investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Are hazardous routes or stops reported in writing to the governing board of the school district?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How many approved stops exist in the Area? None. Area does not have approved stops as described in 13CCR 1238(c).		
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5. EVIDENCE/PROPERTY CONTROL	EVALUATED X	ACTION REQUIRED YES
a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who has been assigned by the commander as the evidence/property officer? *Officer Richard Thurston, #12187.		
(2) Has an alternate for this position been assigned?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the evidence/property supervisor? *Sgt Aaron Martinez, #13101.		
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the supervisor fully understand his/her responsibilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is there a sound procedure for scheduling and administering written tests?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who administers the test? *School Bus Officer with the assistance of senior volunteers.		
(3) Is a proctor present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Who reviews the tests with the applicants? *School Bus Officer		
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are driving errors discussed with the applicant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are follow-up investigations conducted when appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are appropriate special coding made on all school bus investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Are hazardous routes or stops reported in writing to the governing board of the school district?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How many approved stops exist in the Area? None. Area does not have approved stops as described in 13CCR 1238(c).		
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5. EVIDENCE/PROPERTY CONTROL	EVALUATED X	ACTION REQUIRED YES
a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who has been assigned by the commander as the evidence/property officer? *Officer Richard Thurston, #12187.		
(2) Has an alternate for this position been assigned?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the evidence/property supervisor? *Sgt Aaron Martinez, #13101.		
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the supervisor fully understand his/her responsibilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:		
(1) Evidence.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Property.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Weapons.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Controlled substances.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Alcoholic beverages.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) License plates.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Money.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a suspense system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are all items properly identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is security adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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- (2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers?

*2 - Captain & Evid Offer

- (a) Is the distribution of the keys according to policy?

☒ Yes ☐ No

- (3) Is the evidence/property officer other than the court officer?

☐ Yes ☒ No

- (a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?

☒ Yes ☐ No

- (4) Is the property room accessible by repair/maintenance personnel?

☐ Yes ☒ No

- (a) Is the room accessible by repair/maintenance personnel?

☐ Yes ☒ No

- (b) Is there a false ceiling?

☐ Yes ☒ No

- (c) Are door hinges on the inside of the room?

☒ Yes ☐ No

- (d) Are any items which require access by other than the evidence/property officer stored in the room?

☐ Yes ☒ No

- (e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?

☒ Yes ☐ No

(If not, have steps been initiated to correct the problem?)

☐ Yes ☐ No

- (5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?

☒ Yes ☐ No

- (a) Is evidence left in these lockers for no more than one day?

☒ Yes ☐ No

- (6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?

☒ Yes ☐ No

- (a) Have any internal investigations been initiated by Area for any such incidents?

☐ Yes ☒ No

6. COLLISION INVESTIGATION FOLLOW-UP

EVALUATED

X

ACTION REQUIRED

NO

CORRECTED

- a. Does the Area have an AI officer?

☒ Yes ☐ No

- b. Who is responsible for supervising the officer? *Captain and Lieutenant

- c. How much time is allocated to the position? *40 hours per week

- (1) Is time allocated sufficient?

☒ Yes ☐ No

- d. Does the collision investigation follow-up officer have a job description?

☒ Yes ☐ No

- (1) Is it current?

☒ Yes ☐ No

- (2) What are the officer's duties? *Coordinate follow-up with other CHP areas and MAIT when necessary. Also soundex information is gathered and letters are sent out to Hit & Run suspects.

- e. Does the officer understand special reporting requirements?

☒ Yes ☐ No

- f. Does the officer have training or special qualifications that complement the position?

☒ Yes ☐ No

- g. Is the officer available to respond to accidents to provide technical assistance?

☒ Yes ☐ No

- h. Does the officer identify training needs and discuss them with his/her supervisor?

☒ Yes ☐ No

- i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?

☒ Yes ☐ No

- j. Does the officer have other duties, if so, what are they?

☒ Yes ☐ No

*Alternate Tow Officer; Alt PAO; Alt Asset Forfeiture Officer; augments beats as well as assisting with Front Counter duties

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7. COURT LIAISON OFFICER	EVALUATED X	ACTION REQUIRED YES	CORRECTED
a. Does the Area have an officer assigned court liaison duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Who supervises the officer? *Sgt Aaron Martinez			
c. How much time is allocated to the position? *32 hours per week assigned as Liaison Officer and 8 hours dedicated for Evidence.			
d. Does the officer have a job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is it accurate?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When was it last revised? *December 2007; located on Court Liaison Officer's desk.			
(3) What are the officer's duties? *Responsible for filing Area arrest reports with local courts; liaison responsibilities with District Attorney's office and courts. Arrest warrant declaration completion, case disposition updates.			
e. Does he/she have responsibilities for prisoner arraignment?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does the officer command respect of his/her peer group?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Is the court officer involved in the DUI Cost Recovery Program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer(s) maintain a log?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?			<input type="checkbox"/> Yes <input type="checkbox"/> No
i. How many courts are within the Area's jurisdiction? *(3) Hemet, Temecula and Southwest Justice Center.			
j. Does the officer deal with more than one district attorney's (DA) office?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
k. Does the officer have other duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If so, what are the other duties? *Evidence Officer, PAS Program, EMR/EMT bag maintenance; EPAS Program; Uniform Crime Report preparation; DRE statistics; Vehicle Theft Report; Ammunition inventory; shift augmentation when required.			
8. ASSET FORFEITURE (AF) OFFICER	EVALUATED X	ACTION REQUIRED NO	CORRECTED
a. Does the Area have an officer assigned as AF coordinator?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the officer have current job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is he/she familiar with HPM 81.5, Drug Programs Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Is Area coordinator logging AF cases separate from evidence?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Is there a process in place to ensure proper disposition of AF items?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does Area's log agree with the Field Services Section (FSS) and Division log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, why not?			
g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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- h. Has the Area seized any vehicles under AF? ☐ Yes ☒ No
- (1) If so, does the AF coordinator know where the vehicles are located and their current disposition? ☐ Yes ☐ No
- i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more? ☒ Yes ☐ No
- j. Does the AF coordinator complete a misscreen 50? ☒ Yes ☐ No
- k. Does Area notify Division of all vehicle/boat/plane seizures? ☒ Yes ☐ No
- l. Is Fleet Operations Section notified? ☒ Yes ☐ No
- m. Are all vehicles stored safely and properly protected from inclement weather? ☒ Yes ☐ No
- n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping? ☐ Yes ☒ No
- o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF? ☐ Yes ☒ No
- p. What is the procedure in handling monetary AF awards (checks from the DA)? Disbursement and closing memorandums are completed for AF file.
- q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator? ☒ Yes ☐ No

9. SPECIALIZED VEHICLES

EVALUATED

X

ACTION REQUIRED

YES

CORRECTED

a. Operation and Inspection

- (1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area? ☒ Yes ☐ No
- (a) Who supervises the officer(s)? Captain Jungers, #9924 and Lieutenant Brunette, #10641
- (b) How much time is allocated? As necessary.
- (2) Does the officer have a job description? ☐ Yes ☒ No
- (a) Is it accurate? ☐ Yes ☒ No
- (b) When was it last revised?
- (3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles? ☒ Yes ☐ No

(4) Tow Trucks

- (a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks? ☒ Yes ☐ No
- (b) Do files contain current contracts and inspection forms? ☒ Yes ☐ No
- (c) Are there any recent complaints? ☐ Yes ☒ No
- (d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement? ☒ Yes ☐ No
- (e) Who is responsible for inspections? Officer Ceballos with assistance from Inspection Facility CVIS personnel.
- (f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process? ☐ Yes ☒ No
- (g) Is there evidence that discrepancies are promptly corrected? ☐ Yes ☒ No

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(h) Who conducts annual tow meetings? *Officer Ceballos.

1 Does the commander attend?

☒ Yes ☐ No

2 Is an agenda prepared?

☒ Yes ☐ No

3 Are minutes prepared and circulated for review?

☒ Yes ☐ No

4 When was the last annual meeting? *June 2007

(i) Are rotation and sector assignment procedures clearly established?

☒ Yes ☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?

*Notification is made by the Tow Officer who prepares a briefing item.

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?

☒ Yes ☐ No

(5) Ambulances

(a) Who is responsible for overseeing the operation of ambulances within the Area?

*Officer Ceballos

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?

☒ Yes ☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?

☐ Yes ☒ No

(d) Are complaints received at Area investigated and documented?

☒ Yes ☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification?

☐ Yes ☒ No

1 If so, how is this done?

(f) Are ambulance inspection forms in file current?

☒ Yes ☐ No

(6) Armored Vehicles

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?

☐ Yes ☒ No

(b) What impact on the Area workload do these inspections have?

*There are currently no armored vehicles based within

the Area. Accordingly, inspections have not been requested.

(7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?

☐ Yes ☒ No

10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM

EVALUATED
NO

ACTION REQUIRED
NO

CORRECTED

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- a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California? ☐ Yes ☒ No

(1) Who supervises the officer? *See attached narrative.

(2) Is sufficient time allocated for this program? ☐ Yes ☐ No

(3) Does the officer have a job description? ☐ Yes ☐ No

(a) Is it accurate? ☐ Yes ☐ No

b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3? ☐ Yes ☐ No

c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit? ☐ Yes ☐ No

(1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due? ☐ Yes ☐ No

d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type? ☐ Yes ☐ No

e. Does the Area report significant statistics to Division by comm-net by the 10th of each month? ☐ Yes ☐ No

f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance? ☐ Yes ☐ No

11. GENERAL SUPPORT

EVALUATED

X

ACTION REQUIRED

YES

CORRECTED

a. Is an officer assigned to general support including violation clearance and counter officer? ☒ Yes ☐ No

b. What additional duties does he/she perform? Provides assistance to the Overtime Coordinator, Alternate PAS coordinator.

c. Is there a job description? ☒ Yes ☐ No

(1) Is it accurate? ☐ Yes ☒ No

(2) When was it last revised? *September 2001, see narrative.

d. How much time is allocated to this position? *40 hours per week.

e. With minimal instruction, could this position be handled by limited duty personnel? ☒ Yes ☐ No

12. AREA TRAINING OFFICER

EVALUATED

X

ACTION REQUIRED

NO

CORRECTED

a. Does the Area have an officer assigned as the Area training officer? ☒ Yes ☐ No

b. How much time is allocated to this position? *120 hour per month

c. Who supervises the officer? *Sgt Francescon.

d. Does the officer have a job description? ☒ Yes ☐ No

(1) When was it last revised? *September 2001

e. Does the officer command the respect of his/her peers? ☒ Yes ☐ No

f. Does the officer have the support of the supervisors? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION

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g. What training has been provided to the officer? *On the job training from previous Training Officer and various training classes given by Border Division training coordinators.

h. Has he/she been trained as a Department instructor? ☐ Yes ☒ No

i. Is the officer certified as an officer safety training instructor? ☒ Yes ☐ No

j. Has he/she attended the Department's weapons/range officer training? ☒ Yes ☐ No

k. Is the officer qualified to train employees to use tactical rifles? ☒ Yes ☐ No

l. Is the officer a CPR instructor? ☐ Yes ☒ No

m. What role does the officer have in developing and/or presenting Area training programs? *Officer is active in the scheduling and coordination of required POST training curriculums and is the Area's primary liaison with Border Division and the Academy with respect to training issues. The Officer also plays a key role in securing resources for the practice of Officer Safety techniques; he also has a role in the Active Shooter training program.

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance? ☒ Yes ☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents? ☒ Yes ☐ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations? ☒ Yes ☐ No

q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS? ☒ Yes ☐ No

r. Is the officer responsible for performing range maintenance? ☒ Yes ☐ No

s. What other duties or assignments does the training officer have? Felony follow-up as needed; assigned Tow officer; Alternate VIN officer.

13. LIMITED DUTY

EVALUATED

X

ACTION REQUIRED

NO

CORRECTED

a. Does the Area currently have limited duty personnel assigned? ☒ Yes ☐ No

(1) What are their classifications, and what duties are they assigned? *Area currently has one officer on limited duty. The officer assists at front counter with telephone and public contacts. Officer also assists AI officer with data input into AIS program and is assigned other duties as required.

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment? ☒ Yes ☐ No

(1) Could they be used more efficiently? ☐ Yes ☒ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol? ☐ Yes ☒ No

d. Are any current assignments in excess of six months? ☐ Yes ☒ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases? ☒ Yes ☐ No

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f. Are limited duty personnel having public contact appropriately attired?

☒ Yes☐ No**14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS**

EVALUATED

X

ACTION REQUIRED

NO

CORRECTED

a. Does the Area have personnel assigned to special projects or tactical operations?

☒ Yes☐ No

b. Is the position full time or on an on-call basis?

☒ Yes☐ No

c. If full time, is the assignment for a specified number of weeks or months?

☐ Yes☒ No

d. What are the duties/responsibilities of the officer?

*Mobile Field Force training required for Bio-Tech in June 2008 and U.S.

Open Golf Tournament in Summer 2008.

e. Who supervises the officer?

*Sgt Francescon

f. How does he/she account for his/her time?

*on a monthly CHP form 112.

g. What is the selection criteria for the assignment?

*Resume and current certification in OST/PMA.

h. Has the Area member contributed to the success or mission of the team or task force?

☒ Yes☐ No

i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?

☒ Yes☐ No

j. Is there a Memorandum of Understanding (MOU) on file?

☐ Yes☒ No

k. Is the special assignment on a reimbursable contract?

☐ Yes☒ No

(1) If so, is the contract being followed?

☐ Yes☐ No

The following item numbers were evaluated with additional comments provided.

ACTION ITEM (1.b.): Special Duty assigned officers are required to review and or update the job descriptions (dated September 2001) and duties accordingly. Currently, Special Duty job descriptions are located in Area's SOP binder (Revision, August 2006). Additionally, there are no job descriptions for the Vehicle Identification Number (VIN) and Specialized Vehicles positions. Officer Griffin and Officer Ceballos will need to create job descriptions for their areas of responsibility.

1.c (1) - Special Duty positions are open to officers when they become available.

4.c. - Supervision of School Bus Officer is assigned to the Area Commander.

4.d. - The School Bus Officer has received the initial 40 hour departmental training class and attends quarterly training sessions at Border Division. In addition, the SBO attends monthly driver training meetings which involve local school districts.

4.f.(4) – The Department only provides three variations of the tests; not five as indicated on the inspection form.

4.g. - As needed by field officers.

4.i. - In general, information is given to the Community Enhancement Officer who will take enforcement action when required.

ACTION ITEM 5.a.(2): – Officer Ramborger has been assigned as the Alternate Evidence/Property Officer. However, the officer has yet to receive the initial training necessary to accomplish the job duties. Officer Thurston (Primary Evidence Officer) will select a date to train Officer Ramborger for the job requirements of the position.

5.b.(3) - Property records files are not being checked at 30 day intervals, but instead are checked using an on-line database maintained by the Riverside County Court System. This procedure is used to check for case activity during the month. However, San Diego Courts are not currently on-line. A monthly suspense has been created by the Evidence Officer to ensure compliance for checking cases in San Diego County.

5.b.(5) - In addition to the Automated Property System, E-Trace database (located on the CHP Intranet) is being used to track firearm history.

5.f.(2)(a) – Area is not experiencing any problems during audits, as a result no additional audits are required.

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5.(5)(a) - Generally, Yes. If evidence or property is obtained over the weekend, the Evidence Officer is not available. Officers have been instructed to adhere to the chain of custody by placing evidence or property into cabinets, then locking the cabinet with a key.

6.d. - The job description for the Collision Investigation Follow-Up Officer is closely related to the duties found within SOP 2.5, responsibilities for the Accident Investigation Review Officer. These duties are performed by Officer's Ceballos and Barksdale.

6.f. - The Collision Investigation Officer has received 40 hours of Advanced Accident Investigation Vehicle Inspection training and is available to provide field officers with technical assistance if required.

ACTION ITEM 7.d.(2) - The Court Liaison Officer recently revised the job description for this position in December 2007. The latest revision to the Court Officer position in SOP 2.6 is dated February 2005. Officer Thurston will need to place the revised job description in the Area's SOP binder(s).

7.h. - CHP 735's are initiated by field officers and not the Court Liaison Officer.

7.h.(2) - The required information on the CHP 735 is entered in the Area's AIS database. Additionally, the Court Clerk keeps office copies of the CHP 735's.

8.a. - The Asset Forfeiture (AF) is assigned to Officer Oskar Gerbig, #13753.

8.e. - A monthly report (CHP300A) in addition to a quarterly asset report is completed by the AF officer and routed through proper channels.

ACTION ITEM 9.a.(2) - Currently, there is no job description for the Specialized Vehicle position. Officer Ceballos has been assigned as the Specialized Vehicle officer and will need to create a job description for this area of responsibility.

9.(5)(c) - The Area's ambulance company is American Medical Response (AMR). AMR is currently based in Riverside CHP's jurisdiction and as such is responsible for inspections and the overall operation of the program.

9.(5)(f) - Not Applicable.

10. - Because of limited resources, Area does not have an active California Resident Foreign Registration program. Field officers are encouraged to investigate the violator's residency as appropriate and issue citations for 4152.5CVC. Additionally, REG 69 form (Resident Registration Violation Follow-up) is located in Form Flow to assist with further investigation.

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ACTION ITEM 11.c.(2) - Special Duty assigned officers are required to review and or update the job descriptions and duties accordingly. The General Support Officer (GSO) position is assigned to Officer England. Officer England will need to review and update the GSO job description.

ACTION ITEM 12.h. – Attain specialized Departmental Basic Instructor Training course for the Area Training Officer (ATO). The ATO has not received the “Train the Trainer” course which is given at the Academy or Ben Clark Training Center. Since the ATO teaches the bulk of the training curriculum to officers, it would be highly beneficial for him to secure a training slot as soon as possible. Officer Ceballos will inquire with Border Division coordinators to place him in the next available class.

14.b. – Area has one sergeant and four officers assigned to Border Division’s newly created Mobile Field Force. The assignments/details are on an on-call basis and as such requires no job description.

M e m o r a n d u m

Date: May 23, 2008

To: Border Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Temecula Area

File No.: 686.9924.13443

Subject: RECONCILIATION MEMORANDUM - AREA MANAGEMENT
EVALUATION, CHAPTER 15 SPECIAL FUNCTIONS

The purpose of this memorandum is to address deficiencies identified during the Temecula Area Chapter 15 – Special Functions

ACTION ITEM 1.b - Special Duty assigned officers are required to review and or update the job descriptions (dated September 2001) and duties accordingly. Currently, Special Duty job descriptions are located in Area's SOP binder (Revision, August 2006). Additionally, there are no job descriptions for the Vehicle Identification Number (VIN) position and Specialized Vehicles position. Officer Griffin and Officer Ceballos will need to create job descriptions for their areas of responsibility.

CORRECTIVE ACTION – *All Special Duty job descriptions have been reviewed and updated, if necessary. Additionally, job descriptions for the respective positions of Officers Griffin and Ceballos have been created and will be included in the Area SOP by the Office Services Supervisor during the week of May 24, 2008.*

ACTION ITEM 5.a.(2) – Officer Ramborger has been assigned as the Alternate Evidence/Property Officer. However, Officer Ramborger has yet to receive the training necessary to accomplish the job duties. Officer Thurston (Primary Evidence Officer) will select a date to train Officer Ramborger for the job requirements of the position.

CORRECTIVE ACTION – *Officer Ramborger received Evidence/Property training from Officer Thurston on April 4, 2008.*

ACTION ITEM 7.d.(2) – The Court Liaison Officer recently revised the job description for this position in December 2007. The latest revision to the Court Officer position in SOP 2.6 is dated February 2005. Officer Thurston will need to place the revised job description in the Area's SOP binder(s).

Border Division
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May 23, 2008

CORRECTIVE ACTION – *The Court Officer job description was updated on April 1, 2008, and will be included in the Area SOP by the Office Services Supervisor during the week of May 24, 2008.*

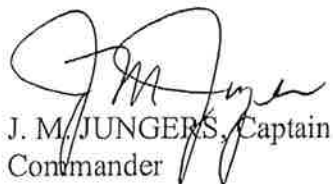
ACTION ITEM 9.a.(2) – Currently, there is no job description for the Specialized Vehicle position. Officer Ceballos has been assigned as the Specialized Vehicle officer and will need to create a job description for this area of responsibility.

CORRECTIVE ACTION – *Officer Ceballos has created job descriptions the Specialized Vehicle position. The new documents will be added to the Area SOP by the Office Services Supervisor during the week of May 24, 2008.*

ACTION ITEM 12.h. – Attain specialized departmental Basic Instructor Training course for the Area Training Officer (ATO). The ATO has not received the "Train the Trainer" course which is given at the Academy or Ben Clark Training Center. Since the ATO teaches the bulk of the training curriculum to officers, it would be highly beneficial for Area to secure a training slot as soon as possible. Sergeant Francescon will inquire with Border Division coordinators to place Officer Ceballos into the next available instructors' class.

CORRECTIVE ACTION – *Sergeant Francescon has attempted to obtain a Basic Instructor Training course slot for Officer Ceballos for several years. The classes have either been cancelled, or Officer Ceballos has not been selected to attend. Area management will continue with this effort until the class is attended by Officer Ceballos.*

Should you have any questions, please contact me at (951) 506-2000.


J. M. JUNGERS, Captain
Commander

**AREA MANAGEMENT EVALUATION
SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPI 009

COPY

AREA 656	DIVISION Border	NUMBER
EVALUATED BY Sgt. M.G. Brown, #11184		DATE 02/22/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW	DATE
1. GENERAL		EVALUATED	ACTION REQUIRED
			CORRECTED

- a. Are special duty assignments minimized? ☒ Yes ☐ No
- (1) Is maximum efficiency attained? ☒ Yes ☐ No
- (2) Are there any special duty functions which could be performed by a beat officer or other support personnel? ☐ Yes ☒ No
- b. Are assigned duties consistent with the job description? ☒ Yes ☐ No
- (1) Could duties be combined with another special duty assignment for efficiency? ☒ Yes ☐ No
- (2) Which special duty officers (positions) were interviewed? See Attached.

- c. How are individuals for special duty assignments selected? By submission of Memorandum of Interest by personnel. Selection is made by the Commander with supervision input.

- (1) Are special duty opportunities open to all officers? ☒ Yes ☐ No
- (2) Does selection contribute to attainment of affirmative action goals? ☒ Yes ☐ No

- d. Can the special duty supervisor describe the duties and workload of the special duty personnel? ☒ Yes ☐ No

- (1) Upon what criteria are special duty personnel evaluated? Effectiveness of efforts, thoroughness, and commitment to details and time-lines. Interpersonal relationships with peers and supervision/management.

- (2) Are special duty officers held accountable for their time and performance? ☒ Yes ☐ No
- (3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor? ☐ Yes ☒ No

- e. Do the commander and management team have an active interest in special duty programs? ☒ Yes ☐ No

- (1) Is time taken by the commander to discuss activities and potential problems? ☒ Yes ☐ No

2. VEHICLE THEFT	EVALUATED N/A	ACTION REQUIRED	CORRECTED
-------------------------	------------------	-----------------	-----------

- a. What is the scope of the Area's Vehicle Theft Program?

- b. Are there open lines of communication with the Division vehicle theft coordinator? ☐ Yes ☐ No

- (1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators? ☐ Yes ☐ No

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(2) Who is authorized to request assistance from vehicle theft coordinators?

c. Is the program effective?

☐ Yes ☐ No

(1) Vehicle theft recovery goals established?

☐ Yes ☐ No

(2) Goals attained?

☐ Yes ☐ No

(3) How does the current number of stolen and recovered vehicles compare to prior time periods?

(4) Are work hours dedicated to the program appropriate?

☐ Yes ☐ No

(5) Do beat officers and supervisors have an interest in the program?

☐ Yes ☐ No

d. Is the program supported by district/city attorneys and the courts?

☐ Yes ☐ No

(1) Has the program been discussed with them?

☐ Yes ☐ No

(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?

e. Do the commander and management team take a personal interest in the program?

☐ Yes ☐ No

(1) What guidance and direction is provided?

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?

☐ Yes ☐ No

(1) Do they have an idea of the number of thefts and recoveries in the Area?

☐ Yes ☐ No

(2) Are they knowledgeable of the Department's Vehicle Theft Program?

☐ Yes ☐ No

(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?

☐ Yes ☐ No

(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?

☐ Yes ☐ No

(5) Do they give guidance and direction?

☐ Yes ☐ No

(6) Do they demonstrate an interest in the program?

☐ Yes ☐ No

(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?

☐ Yes ☐ No

g. Is vehicle theft education/training provided by Area?

☐ Yes ☐ No

(1) Are training aids used?

☐ Yes ☐ No

(2) Are division vehicle theft coordinators/investigators made available for training?

☐ Yes ☐ No

(3) Vehicle theft prevention discussed at briefings?

☐ Yes ☐ No

(4) How is information on unique problems and circumstances disseminated to beat officers?

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(5) Are officers and supervisors proficient in locating and decoding VINs?

☐ Yes

☐ No

h. Have any Area officers earned the Department's 10851 Award?

☐ Yes

☒ No

(1) Have any officers qualified for the Master 10851 Award?

☐ Yes

☐ No

(2) How are awards presented?

(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?

☐ Yes

☐ No

(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?

☐ Yes

☐ No

3. VEHICLE IDENTIFICATION NUMBER PROGRAM

EVALUATED

N/A

ACTION REQUIRED

CORRECTED

a. Is the VIN program understood by beat officers?

☐ Yes

☐ No

(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?

☐ Yes

☐ No

b. Who is the assigned VIN officer?

(1) How was he/she trained?

(a) Is training adequate?

☐ Yes

☐ No

(2) Is the VIN officer proficient?

☐ Yes

☐ No

(3) Who is the alternate VIN officer?

(4) Are VIN inspections conducted in a secure setting?

☐ Yes

☐ No

(5) Is Field Support Section used as a resource?

☐ Yes

☐ No

c. What kind of system is in place to control the VIN officer's workload?

(1) Are VIN assignments/verifications done on an appointment basis?

☐ Yes

☐ No

(a) Is there an excessive backlog?

☐ Yes

☐ No

(b) Is the vehicle owner's convenience a consideration?

☐ Yes

☐ No

(2) Are field officers and employees having public contact aware of the system used by the VIN officer?

☐ Yes

☐ No

(3) Are associated documents processed promptly and submitted on time?

☐ Yes

☐ No

d. Is there proper security for replacement VIN plates?

☐ Yes

☐ No

(1) Are inventory controls adequate?

☐ Yes

☐ No

(2) Are entries legible?

☐ Yes

☐ No

(3) Do records match inventories?

☐ Yes

☐ No

(4) Are required reports accurate and submitted properly?

☐ Yes

☐ No

e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?

☐ Yes

☐ No

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- f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations? ☐ Yes ☐ No

4. SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY	EVALUATED N/A	ACTION REQUIRED	CORRECTED
a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area?			<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) CHP 100E, Monthly Activity Report?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(c) School Bus Traffic Collision Reports and DMV printout H-6?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(d) Approved stops list?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator?			
(4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Is program time properly justified?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) How much time is allotted?			
(b) Is time sufficient to meet departmental objectives?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is the time expended within the Area's allotment?			<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the supervisor have adequate knowledge of the functions of the Area program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is he/she aware of the officer/coordinator's workload?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator?			<input type="checkbox"/> Yes <input type="checkbox"/> No
d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? Attended In-Service Training classes? Have a thorough, practical knowledge of:			
(1) Departmental policy relating to the School Pupil Safety Transportation Safety Program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) School bus driver certification?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) School bus accident investigation?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) School bus reinspection?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) School bus routes and stops?			<input type="checkbox"/> Yes <input type="checkbox"/> No

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e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
f. Is there a sound procedure for scheduling and administering written tests?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Who administers the test?			
(3) Is a proctor present?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(5) Who reviews the tests with the applicants?			
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(7) Are driving errors discussed with the applicant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are follow-up investigations conducted when appropriate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Are appropriate special coding made on all school bus investigations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
h. Are hazardous routes or stops reported in writing to the governing board of the school district?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) How many approved stops exist in the Area?			
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
EVIDENCE/PROPERTY CONTROL	EVALUATED 2/19/08	ACTION REQUIRED No	CORRECTED
a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Who has been assigned by the commander as the evidence/property officer?	General Support Officer		
(2) Has an alternate for this position been assigned?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(3) Who is the evidence/property supervisor?	Sgt. M.G. Brown		
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Does the supervisor fully understand his/her responsibilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

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(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:		
(1) Evidence.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Property.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Weapons.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Controlled substances.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Alcoholic beverages.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) License plates.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Money.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a suspense system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are all items properly identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is security adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

(2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers?	N/A- See Attached		
(a) Is the distribution of the keys according to policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Is the evidence/property officer other than the court officer?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(4) Is the property room accessible by repair/maintenance personnel?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(a) Is the room accessible by repair/maintenance personnel?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(b) Is there a false ceiling?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(c) Are door hinges on the inside of the room?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(d) Are any items which require access by other than the evidence/property officer stored in the room?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(If not, have steps been initiated to correct the problem?)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(a) Is evidence left in these lockers for no more than one day?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Have any internal investigations been initiated by Area for any such incidents?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
5. COLLISION INVESTIGATION FOLLOW-UP	EVALUATED 2/20/2008	ACTION REQUIRED None	CORRECTED
a. Does the Area have an AI officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Who is responsible for supervising the officer? Sgt. M.G. Brown, #11184			
c. How much time is allocated to the position? Part time position			
(1) Is time allocated sufficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
d. Does the collision investigation follow-up officer have a job description?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Is it current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) What are the officer's duties? Initial Review and corrections of all traffic collision reports generated at the Facility.			
e. Does the officer understand special reporting requirements?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
f. Does the officer have training or special qualifications that complement the position?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
g. Is the officer available to respond to accidents to provide technical assistance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
h. Does the officer identify training needs and discuss them with his/her supervisor?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
j. Does the officer have other duties, if so, what are they?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

See Attached.

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

7. COURT LIAISON OFFICER	EVALUATED 02/19/2008	ACTION REQUIRED None	CORRECTED
a. Does the Area have an officer assigned court liaison duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Who supervises the officer? Sgt. M.G. Brown, #11184			
c. How much time is allocated to the position? Part time position, approx 25% of officers time.			
d. Does the officer have a job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is it accurate?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When was it last revised? March 2005			
(3) What are the officer's duties? Transport and file all misd/felony filings directly to the DA's office. Weekly deliver all citation filings with the local traffic court. Liasion between both court entities on problems or subsequent requests.			
e. Does he/she have responsibilities for prisoner arraignment?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
f. Does the officer command respect of his/her peer group?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Is the court officer involved in the DUI Cost Recovery Program?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer(s) maintain a log?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?			<input type="checkbox"/> Yes <input type="checkbox"/> No
i. How may courts are within the Area's jurisdiction? (1)			
j. Does the officer deal with more than one district attorney's (DA) office?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
k. Does the officer have other duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If so, what are the other duties? See Attached			

8. ASSET FORFEITURE (AF) OFFICER	EVALUATED N/A	ACTION REQUIRED	CORRECTED
a. Does the Area have an officer assigned as AF coordinator?			<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the officer have current job description?			<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Is he/she familiar with HPM 81.5, Drug Programs Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Is Area coordinator logging AF cases separate from evidence?			<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Is there a process in place to ensure proper disposition of AF items?			<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Does Area's log agree with the Field Services Section (FSS) and Division log?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, why not?			
g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?			<input type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

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- h. Has the Area seized any vehicles under AF? ☐ Yes ☐ No
- (1) If so, does the AF coordinator know where the vehicles are located and their current disposition? ☐ Yes ☐ No
- i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more? ☐ Yes ☐ No
- j. Does the AF coordinator complete a misscreen 50? ☐ Yes ☐ No
- k. Does Area notify Division of all vehicle/boat/plane seizures? ☐ Yes ☐ No
- l. Is Fleet Operations Section notified? ☐ Yes ☐ No
- m. Are all vehicles stored safely and properly protected from inclement weather? ☐ Yes ☐ No
- n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping? ☐ Yes ☐ No
- o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF? ☐ Yes ☐ No
- p. What is the procedure in handling monetary AF awards (checks from the DA)? ☐ Yes ☐ No

- q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator? ☐ Yes ☐ No

9. SPECIALIZED VEHICLES

EVALUATED

N/A

ACTION REQUIRED

CORRECTED

a. Operation and Inspection

- (1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area? ☐ Yes ☐ No
- (a) Who supervises the officer(s)?
- (b) How much time is allocated?
- (2) Does the officer have a job description? ☐ Yes ☐ No
- (a) Is it accurate? ☐ Yes ☐ No
- (b) When was it last revised?
- (3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles? ☐ Yes ☐ No
- (4) Tow Trucks
- (a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks? ☐ Yes ☐ No
- (b) Do files contain current contracts and inspection forms? ☐ Yes ☐ No
- (c) Are there any recent complaints? ☐ Yes ☐ No
- (d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement? ☐ Yes ☐ No
- (e) Who is responsible for inspections?
- (f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process? ☐ Yes ☐ No
- (g) Is there evidence that discrepancies are promptly corrected? ☐ Yes ☐ No

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

(h) Who conducts annual tow meetings?

1 Does the commander attend?

☐ Yes ☐ No

2 Is an agenda prepared?

☐ Yes ☐ No

3 Are minutes prepared and circulated for review?

☐ Yes ☐ No

4 When was the last annual meeting?

(i) Are rotation and sector assignment procedures clearly established?

☒ Yes ☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?

☐ Yes ☐ No

(5) Ambulances

(a) Who is responsible for overseeing the operation of ambulances within the Area?

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?

☐ Yes ☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?

☐ Yes ☐ No

(d) Are complaints received at Area investigated and documented?

☐ Yes ☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification?

☐ Yes ☐ No

1 If so, how is this done?

(f) Are ambulance inspection forms in file current?

☐ Yes ☐ No

(6) Armored Vehicles

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?

☐ Yes ☐ No

(b) What impact on the Area workload do these inspections have?

(7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?

☐ Yes ☐ No

0. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR)
PROGRAM

EVALUATED
N/A

ACTION REQUIRED

CORRECTED

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

- a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California?

☐ Yes

☐ No

(1) Who supervises the officer?

(2) Is sufficient time allocated for this program?

☐ Yes

☐ No

(3) Does the officer have a job description?

☐ Yes

☐ No

(a) Is it accurate?

☐ Yes

☐ No

- b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3?

☐ Yes

☐ No

- c. Are suspected violations documented on Registration 89 forms locally processed, or sent to the DMV Registration Compliance Unit?

☐ Yes

☐ No

(1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due?

☐ Yes

☐ No

- d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type?

☐ Yes

☐ No

- e. Does the Area report significant statistics to Division by comm-net by the 10th of each month?

☐ Yes

☐ No

- f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance?

☐ Yes

☐ No

11. GENERAL SUPPORT

EVALUATED
2/20/2008

ACTION REQUIRED
None

CORRECTED

- a. Is an officer assigned to general support including violation clearance and counter officer?

☒ Yes

☐ No

- b. What additional duties does he/she perform? See Attached

- c. Is there a job description?

☒ Yes

☐ No

(1) Is it accurate?

☒ Yes

☐ No

(2) When was it last revised? March 2005

- d. How much time is allocated to this position? Full time position.

- e. With minimal instruction, could this position be handled by limited duty personnel?

☐ Yes

☒ No

12. AREA TRAINING OFFICER

EVALUATED
2/20/2008

ACTION REQUIRED
None

CORRECTED

- a. Does the Area have an officer assigned as the Area training officer?

☒ Yes

☐ No

- b. How much time is allocated to this position? Part time positions

- c. Who supervises the officer? Sgt. M. Orchard, #11148

- d. Does the officer have a job description?

☒ Yes

☐ No

(1) When was it last revised? March 2005

- e. Does the officer command the respect of his/her peers?

☒ Yes

☐ No

- f. Does the officer have the support of the supervisors?

☒ Yes

☐ No

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

g. What training has been provided to the officer? See Attached

h. Has he/she been trained as a Department instructor? ☒ Yes ☐ No

i. Is the officer certified as an officer safety training instructor? ☒ Yes ☐ No

j. Has he/she attended the Department's weapons/range officer training? ☒ Yes ☐ No

k. Is the officer qualified to train employees to use tactical rifles? ☒ Yes ☐ No

l. Is the officer a CPR instructor? ☐ Yes ☒ No

m. What role does the officer have in developing and/or presenting Area training programs? See Attached

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance? ☒ Yes ☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents? ☒ Yes ☐ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations? ☒ Yes ☐ No

q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS? ☒ Yes ☐ No

r. Is the officer responsible for performing range maintenance? ☐ Yes ☒ No

s. What other duties or assignments does the training officer have? See Attached

13. LIMITED DUTY

EVALUATED
2/19/2008

ACTION REQUIRED
None

CORRECTED

a. Does the Area currently have limited duty personnel assigned? ☒ Yes ☐ No

(1) What are their classifications, and what duties are they assigned? Commercial Vehicle Inspection Specialist (CVIS).

Training of new personnel and Platform Scale Operator.

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment? ☒ Yes ☐ No

(1) Could they be used more efficiently? ☐ Yes ☒ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol? ☐ Yes ☒ No

d. Are any current assignments in excess of six months? ☐ Yes ☒ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

f. Are limited duty personnel having public contact appropriately attired?

☒ Yes

☐ No

14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS

EVALUATED

N/A

ACTION REQUIRED

CORRECTED

a. Does the Area have personnel assigned to special projects or tactical operations?

☐ Yes

☐ No

b. Is the position full time or on an on-call basis?

☐ Yes

☐ No

c. If full time, is the assignment for a specified number of weeks or months?

☐ Yes

☐ No

d. What are the duties/responsibilities of the officer?

e. Who supervises the officer?

f. How does he/she account for his/her time?

g. What is the selection criteria for the assignment?

h. Has the Area member contributed to the success or mission of the team or task force?

☐ Yes

☐ No

i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?

☐ Yes

☐ No

j. Is there a Memorandum of Understanding (MOU) on file?

☐ Yes

☐ No

k. Is the special assignment on a reimbursable contract?

☐ Yes

☐ No

(1) If so, is the contract being followed?

☐ Yes

☐ No

1. a-e

The Inspection Facility has one Special Duty officer assigned to complete all necessary special functions associated with commercial enforcement. The majority of special functions associated with a field Area are not necessary at an Inspection Facility. Most special functions are handled by the Host Area. The Special Duty officer also assists with regular commercial enforcement activities at the Facility.

The Special Duty officer has a full schedule and keeps the Facility Management Team apprised of his itinerary.

5. a-h

The Facility utilizes the Host Area evidence/property system. The Facility has a system in place to secure small evidence items at the Facility until it can be transferred to the Host Area for entry into their evidence locker. Items placed in the Facility evidence holding locker are entered on a log and held until transferred to the Host Area. This process is carried out by the Facility Special Duty officer. In the absence of the Special Duty officer, his supervisor, the Administrative Sergeant, takes care of transferring all evidence to the Host Area. In the absence of an actual Evidence Room, we are unable to secure large items of property and/or evidence at the facility. In these cases, personnel must immediately transport the items to the Host Area for placement in their Evidence Room. We have requested the addition of an Evidence Room in future construction projects scheduled for the facility, but in the interim, we are unable to adequately secure large items at the facility. The addition of a large holding locker would be an added benefit.

6. a-j

The Facility Special Duty Officer handles all accident investigation follow-up at the Facility. Traffic accidents on the Facility are very infrequent and usually only involve very minor property damage. All accident reports are processed locally and sold to the public as needed. A Transmittal report is prepared monthly and all collected monies are included in that report.

7. a-k (1)

The Facility Special Duty Officer handles all court liaison duties as a part time function.

11. a-e

All general support duties are handled by the Facility Special Duty Officer. These duties include Training Officer, Accident Investigation Officer, and Court Liaison Officer duties.

12. a-m

The Training Officer coordination duties are primarily handled by the Facility Special Duty Officer. The duties include preparation and documentation of mandated POST decentralized training, commercial related training, as well as training day agendas and assignments to classes as necessary. The officer is also required to maintain the training records in the OTS system. Additionally, we have two other officers who act as training instructors on a part time basis for specific training requirements such as weapons/range duties, and OST/PMA requirements. All three officers have received the required departmental training for their specific areas of expertise. All three are provided additional training as it comes available from inside or outside the Department. The Commander is highly supportive of the training program and is an active participant. The Facility has taken a leadership role in advanced training for all Pass Region law enforcement officers in tactics and Homeland Defense concerns. The Training Officer position assists in coordination of these efforts.

A handwritten signature in black ink, appearing to read 'M.G. Brown', with a long horizontal line extending to the right.

M.G. BROWN, Sergeant

AREA MANAGEMENT EVALUATION

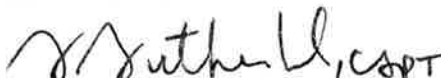
SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

CHAPTER 15

AREA Indio Area	DIVISION Border Division	NUMBER
EVALUATED BY Sergeant Bob Heflin		DATE 06/27/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY N/A	COMMANDER'S REVIEW  DATE 8/20/08

1. GENERAL

EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
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a. Are special duty assignments minimized? ☒ Yes ☐ No

(1) Is maximum efficiency attained? ☒ Yes ☐ No

(2) Are there any special duty functions which could be performed by a beat officer or other support personnel? ☐ Yes ☒ No

b. Are assigned duties consistent with the job description? ☒ Yes ☐ No

(1) Could duties be combined with another special duty assignment for efficiency? ☐ Yes ☒ No

(2) Which special duty officers (positions) were interviewed? All currently assigned Special Duty Officers were spoken to

and/or consulted in the preparation of this evaluation.

How are individuals for special duty assignments selected? Openings are announced via an Area Briefing Item requesting memorandums of interests. The Area Staff considers the work history and performance of those interested. Selection interviews may or may not be required. In all cases, the final selection is subject to the approval of the Area Commander.

(1) Are special duty opportunities open to all officers? ☒ Yes ☐ No

(2) Does selection contribute to attainment of affirmative action goals? ☒ Yes ☐ No

d. Can the special duty supervisor describe the duties and workload of the special duty personnel? ☒ Yes ☐ No

(1) Upon what criteria are special duty personnel evaluated? On the individuals performance and work product as it relates to their assignment and duties.

(2) Are special duty officers held accountable for their time and performance? ☒ Yes ☐ No

(3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor? ☐ Yes ☒ No

e. Do the commander and management team have an active interest in special duty programs? ☒ Yes ☐ No

(1) Is time taken by the commander to discuss activities and potential problems? ☒ Yes ☐ No

2. VEHICLE THEFT

EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
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a. What is the scope of the Area's Vehicle Theft Program? Maximize arrests for vehicle theft and recovery of stolen vehicles.

Are there open lines of communication with the Division vehicle theft coordinator? ☒ Yes ☐ No

(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

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(2) Who is authorized to request assistance from vehicle theft coordinators? For assistance from Division I.S.U., the Area

Commander and Field Operations Officer via a request from Area Supervisory Staff. Field supervisors can ask the local R.A.I.D.

unit for help directly.

c. Is the program effective? ☒ Yes ☐ No

(1) Vehicle theft recovery goals established? ☒ Yes ☐ No

(2) Goals attained? ☒ Yes ☐ No

(3) How does the current number of stolen and recovered vehicles compare to prior time periods? A review of available

records indicate a stable recovery rate, averaging 400 vehicles per year over the last five years.

(4) Are work hours dedicated to the program appropriate? ☒ Yes ☐ No

(5) Do beat officers and supervisors have an interest in the program? ☒ Yes ☐ No

d. Is the program supported by district/city attorneys and the courts? ☒ Yes ☐ No

(1) Has the program been discussed with them? ☒ Yes ☐ No

(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges? None at this time.

In most instances, auto theft investigations are discussed with prosecutor on a case by case basis.

e. Do the commander and management team take a personal interest in the program? ☒ Yes ☐ No

(1) What guidance and direction is provided? Through the Area's Strategic Plan, the Area Commander has directed that ongoing training be provided to field personnel. In addition, she ensures that the media is used to educate the public about vehicle

theft. She attends local vehicle theft task force meetings within Coachella Valley.

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area? ☒ Yes ☐ No

(1) Do they have an idea of the number of thefts and recoveries in the Area? ☒ Yes ☐ No

(2) Are they knowledgeable of the Department's Vehicle Theft Program? ☒ Yes ☐ No

(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques? ☒ Yes ☐ No

(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures? ☒ Yes ☐ No

(5) Do they give guidance and direction? ☒ Yes ☐ No

(6) Do they demonstrate an interest in the program? ☒ Yes ☐ No

(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued? ☒ Yes ☐ No

g. Is vehicle theft education/training provided by Area? ☒ Yes ☐ No

(1) Are training aids used? ☒ Yes ☐ No

(2) Are division vehicle theft coordinators/investigators made available for training? ☒ Yes ☐ No

(3) Vehicle theft prevention discussed at briefings? ☒ Yes ☐ No

(4) How is information on unique problems and circumstances disseminated to beat officers? Via Area Squad Meetings/Training

Day presentations and briefing items.

AREA MANAGEMENT EVALUATION

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(5) Are officers and supervisors proficient in locating and decoding VINs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Have any Area officers earned the Department's 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any officers qualified for the Master 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How are awards presented?	During Area Squad Meetings.	
(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3. VEHICLE IDENTIFICATION NUMBER PROGRAM	EVALUATED Yes	ACTION REQUIRED No
a. Is the VIN program understood by beat officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Who is the assigned VIN officer?	Officer George Cunha	
(1) How was he/she trained?	CHP Academy and Border Division personnel, as well as personal experience.	
(a) Is training adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the VIN officer proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate VIN officer?	There is none at this time.	
(4) Are VIN inspections conducted in a secure setting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is Field Support Section used as a resource?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. What kind of system is in place to control the VIN officer's workload?	Primarily, assignments/verifications are done by appointment on a first come, first served basis.	
(1) Are VIN assignments/verifications done on an appointment basis?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is there an excessive backlog?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is the vehicle owner's convenience a consideration?	<i>See Narrative</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are associated documents processed promptly and submitted on time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is there proper security for replacement VIN plates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are inventory controls adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are entries legible?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do records match inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are required reports accurate and submitted properly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
4. SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY	EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) CHP 100E, Monthly Activity Report?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) School Bus Traffic Collision Reports and DMV printout H-6?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Approved stops list?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator?	N/A		
(4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is program time properly justified?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) How much time is allotted?	See Narrative.		
(b) Is time sufficient to meet departmental objectives?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(c) Is the time expended within the Area's allotment?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the supervisor have adequate knowledge of the functions of the Area program?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is he/she aware of the officer/coordinator's workload?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? See Narrative. Attended In-Service Training classes? Have a thorough, practical knowledge of:			
(1) Departmental policy relating to the School Pupil Safety Transportation Safety Program?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) School bus driver certification?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) School bus accident investigation?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) School bus reinspection?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) School bus routes and stops?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is there a sound procedure for scheduling and administering written tests?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who administers the test?	Officer M. Sorg, ID #12477.	
(3) Is a proctor present?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Who reviews the tests with the applicants?	Officer M. Sorg, ID #12477.	
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are driving errors discussed with the applicant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Are follow-up investigations conducted when appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are appropriate special coding made on all school bus investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Are hazardous routes or stops reported in writing to the governing board of the school district?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How many approved stops exist in the Area?	Total number is not known.	
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

5. EVIDENCE/PROPERTY CONTROL	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	N/A
a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Who has been assigned by the commander as the evidence/property officer?	Officer M. Valdez, ID #13022.		
(2) Has an alternate for this position been assigned?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Who is the evidence/property supervisor?	Sergeant B. Heflin, Area Administrative Officer.		
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Does the supervisor fully understand his/her responsibilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

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(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:		
(1) Evidence.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Property.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Weapons.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Controlled substances.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Alcoholic beverages.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) License plates.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Money.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a suspense system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are all items properly identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is security adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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- (2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers?

Two (2).

- (a) Is the distribution of the keys according to policy?

☒ Yes

☐ No

- (3) Is the evidence/property officer other than the court officer?

☐ Yes

☒ No

- (a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?

☒ Yes

☐ No

- (4) Is the property room accessible by repair/maintenance personnel?

☐ Yes

☒ No

- (a) Is the room accessible by repair/maintenance personnel?

☐ Yes

☒ No

- (b) Is there a false ceiling?

☐ Yes

☒ No

- (c) Are door hinges on the inside of the room?

☒ Yes

☐ No

- (d) Are any items which require access by other than the evidence/property officer stored in the room?

☐ Yes

☒ No

- (e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?

☒ Yes

☐ No

(If not, have steps been initiated to correct the problem?)

☐ Yes

☐ No

- (5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?

☒ Yes

☐ No

- (a) Is evidence left in these lockers for no more than one day?

☐ Yes

☒ No

- (6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?

☒ Yes

☐ No

- (a) Have any internal investigations been initiated by Area for any such incidents?

☐ Yes

☒ No

6. COLLISION INVESTIGATION FOLLOW-UP

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED
N/A

- a. Does the Area have an AI officer?

☒ Yes

☐ No

- b. Who is responsible for supervising the officer? Sergeant, B. Heflin, Area Administrative Officer.

- c. How much time is allocated to the position? Currently, four hours per day.

- (1) Is time allocated sufficient?

☐ Yes

☒ No

- d. Does the collision investigation follow-up officer have a job description?

☒ Yes

☐ No

- (1) Is it current?

☒ Yes

☐ No

- (2) What are the officer's duties? Reviews all traffic collisions generated in the Area and makes sure the reports are in compliance with the C.I.M. HPM 40.50. Coordinates with other Areas for Hit and Run follow up.

- e. Does the officer understand special reporting requirements?

☒ Yes

☐ No

- f. Does the officer have training or special qualifications that complement the position?

☒ Yes

☐ No

- g. Is the officer available to respond to accidents to provide technical assistance?

☒ Yes

☐ No

- h. Does the officer identify training needs and discuss them with his/her supervisor?

☒ Yes

☐ No

- Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?

☒ Yes

☐ No

- Does the officer have other duties, if so, what are they?

☒ Yes

☐ No

The Collision Review Officer also maintains the Area's LAN/MDC systems and SSP program. He also is back-up to Area Court Officer.

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7 COURT LIAISON OFFICER	EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
a. Does the Area have an officer assigned court liaison duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Who supervises the officer? Sergeant B. Heflin, Area Administrative Officer.			
c. How much time is allocated to the position? Currently, four hours per day.			
d. Does the officer have a job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is it accurate?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When was it last revised? May 2008.			
(3) What are the officer's duties? See Narrative.			
e. Does he/she have responsibilities for prisoner arraignment?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
f. Does the officer command respect of his/her peer group?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Is the court officer involved in the DUI Cost Recovery Program?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Does the officer(s) maintain a log?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
i. How many courts are within the Area's jurisdiction? One (1).			
j. Does the officer deal with more than one district attorney's (DA) office?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
k. Does the officer have other duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If so, what are the other duties? He is the Area's Evidence Officer and the Asset Forfeiture Coordinator. He conducts the annual ambulance inspections			

8. ASSET FORFEITURE (AF) OFFICER	EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
a. Does the Area have an officer assigned as AF coordinator?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the officer have current job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is he/she familiar with HPM 81.5, Drug Programs Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Is Area coordinator logging AF cases separate from evidence?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Is there a process in place to ensure proper disposition of AF items?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does Area's log agree with the Field Services Section (FSS) and Division log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, why not? N/A			
g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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Has the Area seized any vehicles under AF?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) If so, does the AF coordinator know where the vehicles are located and their current disposition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
j. Does the AF coordinator complete a misscreen 50?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
k. Does Area notify Division of all vehicle/boat/plane seizures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
l. Is Fleet Operations Section notified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
m. Are all vehicles stored safely and properly protected from inclement weather?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
p. What is the procedure in handling monetary AF awards (checks from the DA)?	This is coordinated by the Area Commander.	
q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

9. SPECIALIZED VEHICLES

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED
N/A

a. Operation and Inspection		
(1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Who supervises the officer(s)? Sergeant B. Heflin, Area Administrative Officer.		
(b) How much time is allocated? Two hours per day for tow trucks, Ambulance on an as needed basis.		
(2) Does the officer have a job description?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is it accurate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) When was it last revised? May 2008.		
(3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Tow Trucks		
(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do files contain current contracts and inspection forms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Are there any recent complaints?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Who is responsible for inspections? Area Tow Officer George Cunha, ID#10659.		
(f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Is there evidence that discrepancies are promptly corrected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(h) Who conducts annual tow meetings? The Area Tow Officer, in association of the Area's Management Staff.

1 Does the commander attend? ☒ Yes ☐ No

2 Is an agenda prepared? ☒ Yes ☐ No

3 Are minutes prepared and circulated for review? ☐ Yes ☒ No

4 When was the last annual meeting? August 2007

(i) Are rotation and sector assignment procedures clearly established? ☒ Yes ☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?

Both Field personnel and the dispatch center are notified of such occurrences via a briefing item.

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators? ☒ Yes ☐ No

(5) Ambulances

(a) Who is responsible for overseeing the operation of ambulances within the Area? Officer M. Valdez, ID #13022.

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2? ☒ Yes ☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations? ☒ Yes ☐ No

(d) Are complaints received at Area investigated and documented? ☒ Yes ☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification? ☐ Yes ☒ No

1 If so, how is this done? N/A

(f) Are ambulance inspection forms in file current? ☒ Yes ☐ No

(6) Armored Vehicles

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area? ☐ Yes ☐ No

(b) What impact on the Area workload do these inspections have? None.

(7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area? ☐ Yes ☒ No

10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED
N/A

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If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California?

☒ Yes

☐ No

(1) Who supervises the officer? Sergeant B. Heflin, Area Administrative Officer.

(2) Is sufficient time allocated for this program?

☒ Yes

☐ No

(3) Does the officer have a job description?

☒ Yes

☐ No

(a) Is it accurate?

☒ Yes

☐ No

b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3?

☒ Yes

☐ No

c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit?

☒ Yes

☐ No

(1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due?

☒ Yes

☐ No

d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type?

☒ Yes

☐ No

e. Does the Area report significant statistics to Division by comm-net by the 10th of each month?

☒ Yes

☐ No

f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance?

☒ Yes

☐ No

11. GENERAL SUPPORT

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

N/A

Is an officer assigned to general support including violation clearance and counter officer?

☒ Yes

☐ No

b. What additional duties does he/she perform? He is the Area's CRFR Officer. He also assists the Area Court Officer with subpoena issues and facility concerns.

c. Is there a job description?

☒ Yes

☐ No

(1) Is it accurate?

☒ Yes

☐ No

(2) When was it last revised? May 2008.

d. How much time is allocated to this position? Eight (8) hours per day.

e. With minimal instruction, could this position be handled by limited duty personnel?

☒ Yes

☐ No

12. AREA TRAINING OFFICER

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

N/A

a. Does the Area have an officer assigned as the Area training officer?

☒ Yes

☐ No

b. How much time is allocated to this position? 4 hours per day.

c. Who supervises the officer? Sergeant B. Heflin, Area Administrative Officer.

d. Does the officer have a job description?

☒ Yes

☐ No

(1) When was it last revised? May 2008.

e. Does the officer command the respect of his/her peers?

☒ Yes

☐ No

f. Does the officer have the support of the supervisors?

☒ Yes

☐ No

AREA MANAGEMENT EVALUATION

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What training has been provided to the officer? The Area Training Officer has received Department range training, weapons training (pistol, rifle and shot gun). OST instructor training, TASER instructor training, less lethal instructor training, to name a few.

- h. Has he/she been trained as a Department instructor? ☒ Yes ☐ No
- i. Is the officer certified as an officer safety training instructor? ☒ Yes ☐ No
- j. Has he/she attended the Department's weapons/range officer training? ☒ Yes ☐ No
- k. Is the officer qualified to train employees to use tactical rifles? ☒ Yes ☐ No
- l. Is the officer a CPR instructor? ☐ Yes ☒ No
- m. What role does the officer have in developing and/or presenting Area training programs? Ensures Area maintains adequate supplies necessary for training. Conducts and coordinates Area PMA training and re-certification of Area personnel and PMA instructors. Maintains and updates all training records for Area personnel. Requisitions and inspects all enforcement equipment and maintains CHP 311 forms. Responsible for the briefing and processing of new Area personnel.
- n. Does the officer keep Area informed of officers deficient in training or those who have superior performance? ☒ Yes ☐ No
- o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents? ☐ Yes ☒ No
- p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations? ☐ Yes ☒ No
- Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS? ☒ Yes ☐ No
- r. Is the officer responsible for performing range maintenance? ☒ Yes ☐ No
- s. What other duties or assignments does the training officer have? He is also the School Bus Officer. He does PAS and EPAS maintenance and performs SSP Warrant Service.

13. LIMITED DUTY

EVALUATED
N/A

ACTION REQUIRED
N/A

CORRECTED
N/A

- a. Does the Area currently have limited duty personnel assigned? ☐ Yes ☐ No
- (1) What are their classifications, and what duties are they assigned?
- b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment? ☐ Yes ☐ No
- (1) Could they be used more efficiently? ☐ Yes ☐ No
- c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol? ☐ Yes ☐ No
- Are any current assignments in excess of six months? ☐ Yes ☐ No
- e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases? ☐ Yes ☐ No

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Are limited duty personnel having public contact appropriately attired?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A	
a. Does the Area have personnel assigned to special projects or tactical operations?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the position full time or on an on-call basis?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. If full time, is the assignment for a specified number of weeks or months?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What are the duties/responsibilities of the officer?			The officer in this position is assigned to R.A.I.D., a Riverside County auto-theft task force administered by Inland Division CHP. Nevertheless, this position provides assistance to the Area by providing guidance and undercover capabilities with felony investigations and the preparation of search warrants. Also assists with latent evidence gathering. He is assigned full time to this task force and is on call from time to time.	
e. Who supervises the officer?			Sergeant P. Crescenti is his local Area Supervisor/Liaison.	
f. How does he/she account for his/her time?			Daily activity is reviewed and approved at the Area. Work assignments and case load is managed by R.A.I.D.'s management staff.	
g. What is the selection criteria for the assignment?				
h. Has the Area member contributed to the success or mission of the team or task force?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
j. Is there a Memorandum of Understanding (MOU) on file?			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
k. Is the special assignment on a reimbursable contract?			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) If so, is the contract being followed?			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

3. VEHICLE IDENTIFICATION NUMBER PROGRAM

- b.(3) While there is no designated back up to the VIN Officer, the Area has several unformed employees that have been previous VIN Officers, which could handle the requisite tasks in an urgent situation.
- c.(1)(b) The convenience of owners is considered whenever possible.

4. SCHOOL PUPIL TRANSPORTATION SAFETY

- b.(5) Currently, the School Pupil Transportation Safety Officer is allocated as a half time position. Like many other CHP Areas in the State, population growth, development, and the subsequent increased use of the State/County transportation system has heighten the demand for departmental services within this Command. Likewise, the number of school buses and drivers has increased significantly over the years. In the early 1980's, the number of school buses in the Coachella Valley was approximately 50. Today, it is about 450. Obviously, this is no longer a half time position. Thus, the Area should begin petitioning for an additional non-uniformed position to be added to the Area's organizational chart and an increase in its School Pupil Transportation Safety Program time allocation.
- d. The School Pupil Transportation Safety Officer has attended the requisite classes offered by the Department.

7. COURT LIAISON OFFICER

- d.(3) The Officer is the liaison between the Department and the local courts and the District Attorney. He provides control and direction of the logging and processing of the CHP Arrest-Investigation reports and all DMV reports having to do with Admin-Per-Se. He also files complaints with the courts and the District Attorney's Office.

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

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AREA Capistrano	DIVISION Border	NUMBER 690
EVALUATED BY Sgt. S. Doumas, #11027		DATE 06/24/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE 06/30/2008	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW DATE 06/25/2008
1. GENERAL		EVALUATED Yes	ACTION REQUIRED No CORRECTED N/A

a. Are special duty assignments minimized? ☒ Yes ☐ No

(1) Is maximum efficiency attained? ☒ Yes ☐ No

(2) Are there any special duty functions which could be performed by a beat officer or other support personnel? ☐ Yes ☒ No

b. Are assigned duties consistent with the job description? ☒ Yes ☐ No

(1) Could duties be combined with another special duty assignment for efficiency? ☐ Yes ☒ No

(2) Which special duty officers (positions) were interviewed? Court & Training

c. How are individuals for special duty assignments selected? The officers are interviewed by the Lieutenant and Administrative Sergeant. All recommendations are forwarded to the Area Commander for review and approval on suggested selections.

(1) Are special duty opportunities open to all officers? ☒ Yes ☐ No

(2) Does selection contribute to attainment of affirmative action goals? ☒ Yes ☐ No

d. Can the special duty supervisor describe the duties and workload of the special duty personnel? ☒ Yes ☐ No

(1) Upon what criteria are special duty personnel evaluated? Manager(s) and Supervisor(s) personal observations of work performance and completion of all documentation associated with the special duty assignments or collateral duties.

(2) Are special duty officers held accountable for their time and performance? ☒ Yes ☐ No

(3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor? ☒ Yes ☐ No

e. Do the commander and management team have an active interest in special duty programs? ☒ Yes ☐ No

(1) Is time taken by the commander to discuss activities and potential problems? ☒ Yes ☐ No

2. VEHICLE THEFT

EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
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a. What is the scope of the Area's Vehicle Theft Program? Area does not have staffing for a full time auto theft program. All vehicle theft efforts are generated by the Area's V.I.N. and field officers. No responses for questions "C" to "E" - Not Applicable

b. Are there open lines of communication with the Division vehicle theft coordinator? ☒ Yes ☐ No

(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators? ☒ Yes ☐ No

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(2) Who is authorized to request assistance from vehicle theft coordinators?

Managers, supervisors, V.I.N. officers, field

officers with supervisor's approval

c. Is the program effective?

☐ Yes

☐ No

(1) Vehicle theft recovery goals established?

☐ Yes

☐ No

(2) Goals attained?

☐ Yes

☐ No

(3) How does the current number of stolen and recovered vehicles compare to prior time periods?

(4) Are work hours dedicated to the program appropriate?

☐ Yes

☐ No

(5) Do beat officers and supervisors have an interest in the program?

☐ Yes

☐ No

d. Is the program supported by district/city attorneys and the courts?

☐ Yes

☐ No

(1) Has the program been discussed with them?

☐ Yes

☐ No

(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?

e. Do the commander and management team take a personal interest in the program?

☐ Yes

☐ No

(1) What guidance and direction is provided?

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?

☒ Yes

☐ No

(1) Do they have an idea of the number of thefts and recoveries in the Area?

☒ Yes

☐ No

(2) Are they knowledgeable of the Department's Vehicle Theft Program?

☒ Yes

☐ No

(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?

☒ Yes

☐ No

(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?

☒ Yes

☐ No

(5) Do they give guidance and direction?

☒ Yes

☐ No

(6) Do they demonstrate an interest in the program?

☒ Yes

☐ No

(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?

☒ Yes

☐ No

g. Is vehicle theft education/training provided by Area?

☒ Yes

☐ No

(1) Are training aids used?

☒ Yes

☐ No

(2) Are division vehicle theft coordinators/investigators made available for training?

☒ Yes

☐ No

(3) Vehicle theft prevention discussed at briefings?

☒ Yes

☐ No

(4) How is information on unique problems and circumstances disseminated to beat officers?

Through briefing items and training.

AREA MANAGEMENT EVALUATION

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(5) Are officers and supervisors proficient in locating and decoding VINs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
h. Have any Area officers earned the Department's 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Have any officers qualified for the Master 10851 Award?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(2) How are awards presented?	Presentations are conducted at Area training days to ensure maximum attendance.		
(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
3. VEHICLE IDENTIFICATION NUMBER PROGRAM	EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
a. Is the VIN program understood by beat officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Who is the assigned VIN officer?	Officer Michael Jackson, #16986		
(1) How was he/she trained?	Officer Jackson attended formal training at the CHP Academy, at Area with the previous V.I.N. officer and Border Division Auto Theft Coordinator(s).		
(a) Is training adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Is the VIN officer proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Who is the alternate VIN officer?	Officer Robert Rand, #14953		
(4) Are VIN inspections conducted in a secure setting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(5) Is Field Support Section used as a resource?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
c. What kind of system is in place to control the VIN officer's workload?	The officer has established a weekly, one day inspection period for each calendar month.		
(1) Are VIN assignments/verifications done on an appointment basis?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Is there an excessive backlog?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(b) Is the vehicle owner's convenience a consideration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Are associated documents processed promptly and submitted on time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
d. Is there proper security for replacement VIN plates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are inventory controls adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Are entries legible?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Do records match inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(4) Are required reports accurate and submitted properly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

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- f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations? ☐ Yes ☒ No

4. SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED
N/A

- a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area? ☒ Yes ☐ No

- b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator? ☒ Yes ☐ No

- (1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual? ☒ Yes ☐ No

- (a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.? ☒ Yes ☐ No

- (b) CHP 100E, Monthly Activity Report? ☒ Yes ☐ No

- (c) School Bus Traffic Collision Reports and DMV printout H-6? ☒ Yes ☐ No

- (d) Approved stops list? ☒ Yes ☐ No

- (2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties? ☒ Yes ☐ No

- (a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual? ☒ Yes ☐ No

- (3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator? Officer William Bardens, #14620

- (4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner? ☒ Yes ☐ No

- (5) Is program time properly justified? ☒ Yes ☐ No

- (a) How much time is allotted? The officer has established a weekly, one day program day for each calendar month.

- (b) Is time sufficient to meet departmental objectives? ☒ Yes ☐ No

- (c) Is the time expended within the Area's allotment? ☒ Yes ☐ No

- c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor? ☒ Yes ☐ No

- (1) Does the supervisor have adequate knowledge of the functions of the Area program? ☒ Yes ☐ No

- (2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual? ☒ Yes ☐ No

- (3) Is he/she aware of the officer/coordinator's workload? ☒ Yes ☐ No

- (4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator? ☒ Yes ☐ No

- d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? Formal training at the CHP Academy
Attended In-Service Training classes? Have a thorough, practical knowledge of:

- (1) Departmental policy relating to the School Pupil Safety Transportation Safety Program? ☒ Yes ☐ No

- (2) School bus driver certification? ☒ Yes ☐ No

- (3) School bus accident investigation? ☒ Yes ☐ No

- (4) School bus reinspection? ☒ Yes ☐ No

- (5) School bus routes and stops? ☒ Yes ☐ No

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e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
f. Is there a sound procedure for scheduling and administering written tests?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Who administers the test?	The school bus officer himself		
(3) Is a proctor present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(5) Who reviews the tests with the applicants?	The school bus officer himself		
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(7) Are driving errors discussed with the applicant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(1) Are follow-up investigations conducted when appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Are appropriate special coding made on all school bus investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
h. Are hazardous routes or stops reported in writing to the governing board of the school district?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(2) How many approved stops exist in the Area?	Stops are established by the school districts		
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
5. EVIDENCE/PROPERTY CONTROL	EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Who has been assigned by the commander as the evidence/property officer?	Eric Barnard, #14329		
(2) Has an alternate for this position been assigned?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Who is the evidence/property supervisor?	Sergeant Speros Doumas, #11027		
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Does the supervisor fully understand his/her responsibilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

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(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:		
(1) Evidence.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Property.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Weapons.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Controlled substances.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Alcoholic beverages.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) License plates.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Money.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a suspense system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are all items properly identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is security adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers? 2 room keys, 1 ea. locker

(a) Is the distribution of the keys according to policy? ☒ Yes ☐ No

(3) Is the evidence/property officer other than the court officer? ☒ Yes ☐ No

(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence? ☒ Yes ☐ No

(4) Is the property room accessible by repair/maintenance personnel? ☐ Yes ☒ No

(a) Is the room accessible by repair/maintenance personnel? ☐ Yes ☒ No

(b) Is there a false ceiling? ☐ Yes ☒ No

(c) Are door hinges on the inside of the room? ☒ Yes ☐ No

(d) Are any items which require access by other than the evidence/property officer stored in the room? ☐ Yes ☒ No

(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual? ☒ Yes ☐ No

(If not, have steps been initiated to correct the problem?) ☐ Yes ☐ No

(5) Are pass-through type temporary storage lockers secured from the inside to prevent entry? ☒ Yes ☐ No

(a) Is evidence left in these lockers for no more than one day? ☐ Yes ☒ No

(6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances? ☒ Yes ☐ No

(a) Have any internal investigations been initiated by Area for any such incidents? ☐ Yes ☒ No

6. COLLISION INVESTIGATION FOLLOW-UP

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED
N/A

a. Does the Area have an AI officer? ☒ Yes ☐ No

b. Who is responsible for supervising the officer? The Administrative Sergeant

c. How much time is allocated to the position? It is a full-time position

(1) Is time allocated sufficient? ☒ Yes ☐ No

d. Does the collision investigation follow-up officer have a job description? ☒ Yes ☐ No

(1) Is it current? ☒ Yes ☐ No

(2) What are the officer's duties? Review and correction of all AI reports, AIS data entries, Area statistical reports, fatal collision tracking/reporting, field response on major collisions, and collateral duties.

e. Does the officer understand special reporting requirements? ☒ Yes ☐ No

f. Does the officer have training or special qualifications that complement the position? ☒ Yes ☐ No

g. Is the officer available to respond to accidents to provide technical assistance? ☒ Yes ☐ No

h. Does the officer identify training needs and discuss them with his/her supervisor? ☒ Yes ☐ No

i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes? ☒ Yes ☐ No

j. Does the officer have other duties, if so, what are they? ☒ Yes ☐ No

Evidence, search warrant preparation and public affairs

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

7. COURT LIAISON OFFICER	EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
a. Does the Area have an officer assigned court liaison duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Who supervises the officer? The Administrative Sergeant			
c. How much time is allocated to the position? It is a full-time position			
d. Does the officer have a job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is it accurate?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When was it last revised? 03/01/2007			
(3) What are the officer's duties? Review and correction of arrest reports, AIS entries, criminal and driver license records checks, court liaison, court case filings, check blood and drug testing results, discovery requests.			
e. Does he/she have responsibilities for prisoner arraignment?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does the officer command respect of his/her peer group?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Is the court officer involved in the DUI Cost Recovery Program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer(s) maintain a log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
i. How many courts are within the Area's jurisdiction? 3			
j. Does the officer deal with more than one district attorney's (DA) office?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
k. Does the officer have other duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If so, what are the other duties? Tax seizure, asset forfeiture, tow/ambulance inspection, back-up to AI review.			

8. ASSET FORFEITURE (AF) OFFICER	EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
a. Does the Area have an officer assigned as AF coordinator?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the officer have current job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is he/she familiar with HPM 81.5, Drug Programs Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Is Area coordinator logging AF cases separate from evidence?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Is there a process in place to ensure proper disposition of AF items?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does Area's log agree with the Field Services Section (FSS) and Division log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, why not?			
g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

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h. Has the Area seized any vehicles under AF?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) If so, does the AF coordinator know where the vehicles are located and their current disposition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
j. Does the AF coordinator complete a misscreen 50?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
k. Does Area notify Division of all vehicle/boat/plane seizures?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
l. Is Fleet Operations Section notified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
m. Are all vehicles stored safely and properly protected from inclement weather?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
p. What is the procedure in handling monetary AF awards (checks from the DA)?	Obtain a cashier's check and forward to Fiscal Management Section	
q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

9. SPECIALIZED VEHICLES	EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
a. Operation and Inspection			
(1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Who supervises the officer(s)?	The Administrative Sergeant		
(b) How much time is allocated?	As necessary		
(2) Does the officer have a job description?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Is it accurate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(b) When was it last revised?	03/01/2007		
(3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(4) Tow Trucks			
(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(b) Do files contain current contracts and inspection forms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(c) Are there any recent complaints?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(e) Who is responsible for inspections?	The School Bus Officer has the collateral duties of Tow/Ambulance		
(f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(g) Is there evidence that discrepancies are promptly corrected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

AREA MANAGEMENT EVALUATION
SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

(h) Who conducts annual tow meetings? The School/Tow Officer, Administrative Sergeant and Lieutenant

1 Does the commander attend? ☒ Yes ☐ No

2 Is an agenda prepared? ☒ Yes ☐ No

3 Are minutes prepared and circulated for review? ☒ Yes ☐ No

4 When was the last annual meeting? 05/12/2008

(i) Are rotation and sector assignment procedures clearly established? ☒ Yes ☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?

Information is provided through briefing items and the communications center is advised of the suspension(s)/removal(s).

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators? ☒ Yes ☐ No

(5) Ambulances

(a) Who is responsible for overseeing the operation of ambulances within the Area? The School/Ambulance Officer

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2? ☒ Yes ☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations? ☒ Yes ☐ No

(d) Are complaints received at Area investigated and documented? ☒ Yes ☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification? ☒ Yes ☐ No

1 If so, how is this done? Written correspondence

(f) Are ambulance inspection forms in file current? ☒ Yes ☐ No

(6) Armored Vehicles

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area? ☐ Yes ☒ No

(b) What impact on the Area workload do these inspections have?

(7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area? ☐ Yes ☒ No

10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM

EVALUATED
No

ACTION REQUIRED
No

CORRECTED
N/A

AREA MANAGEMENT EVALUATION

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- a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California? ☐ Yes ☐ No

(1) Who supervises the officer?

- (2) Is sufficient time allocated for this program? ☐ Yes ☐ No

- (3) Does the officer have a job description? ☐ Yes ☐ No

- (a) Is it accurate? ☐ Yes ☐ No

- b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3? ☐ Yes ☐ No

- c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit? ☐ Yes ☐ No

- (1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due? ☐ Yes ☐ No

- d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type? ☐ Yes ☐ No

- e. Does the Area report significant statistics to Division by comm-net by the 10th of each month? ☐ Yes ☐ No

- f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance? ☐ Yes ☐ No

11. GENERAL SUPPORT

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

N/A

- a. Is an officer assigned to general support including violation clearance and counter officer? ☒ Yes ☐ No

- b. What additional duties does he/she perform? Area V.I.N. program, ammunition, back-up to court, AI review and evidence.

- c. Is there a job description? ☒ Yes ☐ No

- (1) Is it accurate? ☒ Yes ☐ No

- (2) When was it last revised? 03/01/2007

- d. How much time is allocated to this position? The position is full-time

- e. With minimal instruction, could this position be handled by limited duty personnel? ☐ Yes ☒ No

12. AREA TRAINING OFFICER

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

N/A

- a. Does the Area have an officer assigned as the Area training officer? ☒ Yes ☐ No

- b. How much time is allocated to this position? The position is full-time

- c. Who supervises the officer? Sergeant Doumas

- d. Does the officer have a job description? ☒ Yes ☐ No

- (1) When was it last revised? 03/01/2007

- e. Does the officer command the respect of his/her peers? ☒ Yes ☐ No

- f. Does the officer have the support of the supervisors? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPI 009

g. What training has been provided to the officer?

h. Has he/she been trained as a Department instructor?

☒ Yes ☐ No

i. Is the officer certified as an officer safety training instructor?

☒ Yes ☐ No

j. Has he/she attended the Department's weapons/range officer training?

☒ Yes ☐ No

k. Is the officer qualified to train employees to use tactical rifles?

☒ Yes ☐ No

l. Is the officer a CPR instructor?

☒ Yes ☐ No

m. What role does the officer have in developing and/or presenting Area training programs?

The officer has full control over all

training programs and ensures all mandated departmental training is provided with the required time periods throughout the year.

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance?

☒ Yes ☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?

☒ Yes ☐ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations?

☒ Yes ☐ No

q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS?

☒ Yes ☐ No

r. Is the officer responsible for performing range maintenance?

☒ Yes ☐ No

s. What other duties or assignments does the training officer have?

Area inventory, LAN/Computer coordinator, back-up to

school bus and court positions, range/weapons officer.

13. LIMITED DUTY

EVALUATED

No

ACTION REQUIRED

No

CORRECTED

N/A

a. Does the Area currently have limited duty personnel assigned?

☐ Yes ☒ No

(1) What are their classifications, and what duties are they assigned?

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment?

☐ Yes ☐ No

(1) Could they be used more efficiently?

☐ Yes ☐ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol?

☐ Yes ☐ No

d. Are any current assignments in excess of six months?

☐ Yes ☐ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases?

☐ Yes ☐ No

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

f. Are limited duty personnel having public contact appropriately attired?

☐ Yes ☐ No

14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS

EVALUATED

No

ACTION REQUIRED

No

CORRECTED

N/A

a. Does the Area have personnel assigned to special projects or tactical operations?

☐ Yes ☒ No

b. Is the position full time or on an on-call basis?

☐ Yes ☐ No

c. If full time, is the assignment for a specified number of weeks or months?

☐ Yes ☐ No

d. What are the duties/responsibilities of the officer?

e. Who supervises the officer?

f. How does he/she account for his/her time?

g. What is the selection criteria for the assignment?

h. Has the Area member contributed to the success or mission of the team or task force?

☐ Yes ☐ No

i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?

☐ Yes ☐ No

j. Is there a Memorandum of Understanding (MOU) on file?

☐ Yes ☐ No

k. Is the special assignment on a reimbursable contract?

☐ Yes ☐ No

(1) If so, is the contract being followed?

☐ Yes ☐ No

M e m o r a n d u m

Date: June 24, 2008

To: Border Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Capistrano Area

File No.: 690.11756.11027

Subject: CHAPTER 15, SPECIAL FUNCTIONS SELF INSPECTION

This memorandum has been prepared as certification of the Capistrano Area's completion of the Chapter 15, Special Functions self inspection for the second quarter of 2008. Accompanying this memorandum is the Area's completed CHP 453Q, Area Management Evaluation form, documenting the self inspection.

If you have any need for assistance or further questions regarding this matter, please contact Sergeant Speros A. Doumas, #11027, at (949) 487-4000.

A handwritten signature in black ink, appearing to read "S. Houston", with a small "FDR" and a horizontal line above the signature.

S. HOUSTON, Captain
Commander

Attachments

M e m o r a n d u m

Date: September 29, 2009

To: Office of Inspections

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Rainbow Inspection Facility

File No.: 686.11393.chapter15.new

Subject: RESPONSE TO RAINBOW INSPECTION FACILITY (686)
COMMAND SPECIAL FUNCTIONS REPORT

This memorandum is intended to serve as the written response to the informal command level Special Functions inspection report of Rainbow Inspection Facility dated June 10, 2008.

FINDINGS REQUIRING FOLLOW-UP:

Finding 1 – Agree. It was recommended the temporary evidence lockers be permanently anchored to the wall, to provide better security. In lieu of this suggestion, to provide enhanced security of items temporarily stored at the facility, Area ordered specially fabricated permanently affixed evidence/property lockers from the Department's cabinet shop. This correction has been accomplished.

Questions regarding this response may be directed to Lieutenant Bob Specht via e-mail at rwspecht@chp.ca.gov or by telephone at (951) 506-2020.



R. W. SPECHT, Lieutenant
Commander

cc: Office of the Assistant Commissioner, Field
Border Division

Safety, Service, and Security

Memorandum

Date: June 10, 2008

To: Border Division
Attention: Special Services Commander

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Rainbow Inspection Facility

File No.: 686.11393.15130

Subject: CHAPTER 15 AREA MANAGEMENT EVALUATION – SPECIAL
FUNCTIONS

Please find attached Chapter 15, Area Management Evaluation – Special Functions, regarding Rainbow Inspection Facility. Should you have any questions, or wish to discuss its contents, please contact me at (951) 506-2020.

Sincerely,



R. W. SPECHT, Lieutenant
Commander

Attachment

AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

AREA Rainbow I. F.	DIVISION Border	NUMBER 686
EVALUATED BY Sergeant Mike Brey, #10164		DATE 06/10/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE 10-01-2008
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW Lieutenant Bob Specht DATE 6-11-2008

1. GENERAL

EVALUATED X	ACTION REQUIRED No	CORRECTED
a. Are special duty assignments minimized? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) Is maximum efficiency attained? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(2) Are there any special duty functions which could be performed by a beat officer or other support personnel? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
b. Are assigned duties consistent with the job description? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) Could duties be combined with another special duty assignment for efficiency? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
(2) Which special duty officers (positions) were interviewed? Court Liaison/Local Area Network (LAN) Coordinator/Public Affairs Officer, and Training Officer		
c. How are individuals for special duty assignments selected? Selection is made through a competitive process utilizing ongoing observations of job performance, past performance appraisals, and a comprehensive oral interview of all candidates. Training officer duties were consolidated with the Explosives Detection Canine (EDC) Officer in order to minimize special duty personnel.		
(1) Are special duty opportunities open to all officers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(2) Does selection contribute to attainment of affirmative action goals? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
d. Can the special duty supervisor describe the duties and workload of the special duty personnel? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) Upon what criteria are special duty personnel evaluated? Initiative and ability to work independently, organizational skills and willingness to accept additional duties, and written and verbal communications skills.		
(2) Are special duty officers held accountable for their time and performance? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
e. Do the commander and management team have an active interest in special duty programs? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) Is time taken by the commander to discuss activities and potential problems? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

2. VEHICLE THEFT

EVALUATED X	ACTION REQUIRED No	CORRECTED
a. What is the scope of the Area's Vehicle Theft Program? Area does not have a formal vehicle theft program. Stolen vehicle information is disseminated through briefings.		
b. Are there open lines of communication with the Division vehicle theft coordinator? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPI 009

(2) Who is authorized to request assistance from vehicle theft coordinators?

Commander, supervisors, OICs.

c. Is the program effective? c, d, e: Defer to host Area. There is not a formal program due to the ☐ Yes ☐ No(1) Vehicle theft recovery goals established? nature of the facility operations. ☐ Yes ☐ No(2) Goals attained? ☐ Yes ☐ No

(3) How does the current number of stolen and recovered vehicles compare to prior time periods?

(4) Are work hours dedicated to the program appropriate? ☐ Yes ☐ No(5) Do beat officers and supervisors have an interest in the program? ☐ Yes ☐ Nod. Is the program supported by district/city attorneys and the courts? N/A ☐ Yes ☐ No(1) Has the program been discussed with them? ☐ Yes ☐ No

(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?

e. Do the commander and management team take a personal interest in the program? N/A ☐ Yes ☐ No

(1) What guidance and direction is provided?

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area? N/A ☐ Yes ☐ No(1) Do they have an idea of the number of thefts and recoveries in the Area? N/A ☐ Yes ☐ No(2) Are they knowledgeable of the Department's Vehicle Theft Program? ☒ Yes ☐ No(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques? ☒ Yes ☐ No(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures? ☒ Yes ☐ No(5) Do they give guidance and direction? ☒ Yes ☐ No(6) Do they demonstrate an interest in the program? ☒ Yes ☐ No(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued? ☒ Yes ☐ Nog. Is vehicle theft education/training provided by Area? Annual Division ISU training. ☒ Yes ☐ No(1) Are training aids used? ☒ Yes ☐ No(2) Are division vehicle theft coordinators/investigators made available for training? ☒ Yes ☐ No(3) Vehicle theft prevention discussed at briefings? ☒ Yes ☐ No

(4) How is information on unique problems and circumstances disseminated to beat officers?

AREA MANAGEMENT EVALUATION

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(5) Are officers and supervisors proficient in locating and decoding VINs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Have any Area officers earned the Department's 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any officers qualified for the Master 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How are awards presented?	Several officers have been awarded the coveted 10851 Award; however, not during their assignment at the facility.	
(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
3. VEHICLE IDENTIFICATION NUMBER PROGRAM	EVALUATED Not Evaluated	ACTION REQUIRED
a. Is the VIN program understood by beat officers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Who is the assigned VIN officer?		
(1) How was he/she trained?		
(a) Is training adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the VIN officer proficient?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate VIN officer?		
(4) Are VIN inspections conducted in a secure setting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is Field Support Section used as a resource?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. What kind of system is in place to control the VIN officer's workload?		
(1) Are VIN assignments/verifications done on an appointment basis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is there an excessive backlog?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is the vehicle owner's convenience a consideration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are associated documents processed promptly and submitted on time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is there proper security for replacement VIN plates?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are inventory controls adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are entries legible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do records match inventories?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are required reports accurate and submitted properly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION**SPECIAL FUNCTIONS**

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- f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations? ☐ Yes ☐ No

4. SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY	EVALUATED Not Evaluated	ACTION REQUIRED	CORRECTED
a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area?			<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) CHP 100E, Monthly Activity Report?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(c) School Bus Traffic Collision Reports and DMV printout H-6?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(d) Approved stops list?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator?			
(4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Is program time properly justified?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) How much time is allotted?			
(b) Is time sufficient to meet departmental objectives?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is the time expended within the Area's allotment?			<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the supervisor have adequate knowledge of the functions of the Area program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is he/she aware of the officer/coordinator's workload?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator?			<input type="checkbox"/> Yes <input type="checkbox"/> No
d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? Attended In-Service Training classes? Have a thorough, practical knowledge of:			
(1) Departmental policy relating to the School Pupil Safety Transportation Safety Program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) School bus driver certification?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) School bus accident investigation?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) School bus reinspection?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) School bus routes and stops?			<input type="checkbox"/> Yes <input type="checkbox"/> No

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e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
f. Is there a sound procedure for scheduling and administering written tests?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Who administers the test?			
(3) Is a proctor present?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(5) Who reviews the tests with the applicants?			
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(7) Are driving errors discussed with the applicant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are follow-up investigations conducted when appropriate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Are appropriate special coding made on all school bus investigations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
h. Are hazardous routes or stops reported in writing to the governing board of the school district?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) How many approved stops exist in the Area?			
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5. EVIDENCE/PROPERTY CONTROL	EVALUATED X	ACTION REQUIRED X	CORRECTED
a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Who has been assigned by the commander as the evidence/property officer?	Explosives Detection Canine (EDC)		
	Officer/Training Officer John Garcia, # 14347		
(2) Has an alternate for this position been assigned?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Who is the evidence/property supervisor?	Sergeant Ralph Inman, # 9332		
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Does the supervisor fully understand his/her responsibilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

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(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of: <u>Coordinated between host Area and facility audit procedures.</u>		
(1) Evidence.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Property.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Weapons.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Controlled substances.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Alcoholic beverages.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) License plates.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Money.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days? <u>Host Area.</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a suspense system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are all items properly identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of? <u>Host Area.</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system? <u>Host Area.</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is security adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is a security log maintained in the property room? <u>Host Area.</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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- (2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers?

Two

(a) Is the distribution of the keys according to policy?

☒ Yes ☐ No

- (3) Is the evidence/property officer other than the court officer?

☒ Yes ☐ No

(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?

☒ Yes ☐ No

- (4) Is the property room accessible by repair/maintenance personnel? N/A Defer to host Area.

☐ Yes ☐ No

(a) Is the room accessible by repair/maintenance personnel?

☐ Yes ☐ No

(b) Is there a false ceiling?

☐ Yes ☐ No

(c) Are door hinges on the inside of the room?

☐ Yes ☐ No

(d) Are any items which require access by other than the evidence/property officer stored in the room?

☐ Yes ☐ No

(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?

☐ Yes ☐ No

(If not, have steps been initiated to correct the problem?)

☐ Yes ☐ No

- (5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?

☒ Yes ☐ No

(a) Is evidence left in these lockers for no more than one day?

☒ Yes ☐ No

- (6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?

☒ Yes ☐ No

(a) Have any internal investigations been initiated by Area for any such incidents?

☐ Yes ☒ No

6. COLLISION INVESTIGATION FOLLOW-UP

EVALUATED

Not Evaluated

ACTION REQUIRED

CORRECTED

- a. Does the Area have an AI officer?

☐ Yes ☒ No

- b. Who is responsible for supervising the officer?

- c. How much time is allocated to the position?

(1) Is time allocated sufficient?

☐ Yes ☐ No

- d. Does the collision investigation follow-up officer have a job description?

☐ Yes ☐ No

(1) Is it current?

☐ Yes ☐ No

(2) What are the officer's duties?

- e. Does the officer understand special reporting requirements?

☐ Yes ☐ No

- f. Does the officer have training or special qualifications that complement the position?

☐ Yes ☐ No

- g. Is the officer available to respond to accidents to provide technical assistance?

☐ Yes ☐ No

- h. Does the officer identify training needs and discuss them with his/her supervisor?

☐ Yes ☐ No

- i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?

☐ Yes ☐ No

- j. Does the officer have other duties, if so, what are they?

☐ Yes ☐ No

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7. COURT LIAISON OFFICER	EVALUATED X	ACTION REQUIRED	CORRECTED
a. Does the Area have an officer assigned court liaison duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Who supervises the officer? Sergeant Mike Brey, #10164			
c. How much time is allocated to the position? Approximately half-time			
d. Does the officer have a job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is it accurate?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When was it last revised? June 2006			
(3) What are the officer's duties? Reviews enforcement documents and arrest reports, maintains a database of documents returned for corrections, enter arrest information into AIS, file misdemeanor and felony cases with the proper court.			
e. Does he/she have responsibilities for prisoner arraignment?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does the officer command respect of his/her peer group?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Is the court officer involved in the DUI Cost Recovery Program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer(s) maintain a log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
i. How many courts are within the Area's jurisdiction? Three			
j. Does the officer deal with more than one district attorney's (DA) office?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
k. Does the officer have other duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If so, what are the other duties? Local area network (LAN) coordinator, public affairs, child passenger safety seat evaluator/installer, alternate for training officer.			

8. ASSET FORFEITURE (AF) OFFICER	EVALUATED Not Evaluated	ACTION REQUIRED	CORRECTED
a. Does the Area have an officer assigned as AF coordinator?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b. Does the officer have current job description?			<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Is he/she familiar with HPM 81.5, Drug Programs Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Is Area coordinator logging AF cases separate from evidence?			<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Is there a process in place to ensure proper disposition of AF items?			<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Does Area's log agree with the Field Services Section (FSS) and Division log?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, why not?			
g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?			<input type="checkbox"/> Yes <input type="checkbox"/> No

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h. Has the Area seized any vehicles under AF?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If so, does the AF coordinator know where the vehicles are located and their current disposition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Does the AF coordinator complete a misscreen 50?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
k. Does Area notify Division of all vehicle/boat/plane seizures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
l. Is Fleet Operations Section notified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
m. Are all vehicles stored safely and properly protected from inclement weather?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
p. What is the procedure in handling monetary AF awards (checks from the DA)?		

q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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9. SPECIALIZED VEHICLES	EVALUATED	ACTION REQUIRED	CORRECTED
	Not Evaluated		

a. Operation and Inspection		
(1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) Who supervises the officer(s)?		
(b) How much time is allocated?		
(2) Does the officer have a job description?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is it accurate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) When was it last revised?		
(3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Tow Trucks		
(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Do files contain current contracts and inspection forms?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Are there any recent complaints?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Who is responsible for inspections?		
(f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Is there evidence that discrepancies are promptly corrected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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(h) Who conducts annual tow meetings?

1 Does the commander attend?

☐ Yes

☐ No

2 Is an agenda prepared?

☐ Yes

☐ No

3 Are minutes prepared and circulated for review?

☐ Yes

☐ No

4 When was the last annual meeting?

(i) Are rotation and sector assignment procedures clearly established?

☐ Yes

☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?

☐ Yes

☐ No

(5) Ambulances

(a) Who is responsible for overseeing the operation of ambulances within the Area?

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?

☐ Yes

☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?

☐ Yes

☐ No

(d) Are complaints received at Area investigated and documented?

☐ Yes

☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification?

☐ Yes

☐ No

1 If so, how is this done?

(f) Are ambulance inspection forms in file current?

☐ Yes

☐ No

(6) Armored Vehicles

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?

☐ Yes

☐ No

(b) What impact on the Area workload do these inspections have?

(7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?

☐ Yes

☐ No

10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM

EVALUATED

Not Evaluated

ACTION REQUIRED

CORRECTED

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SPECIAL FUNCTIONS

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- a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California? ☐ Yes ☒ No

(1) Who supervises the officer?

- (2) Is sufficient time allocated for this program? ☐ Yes ☐ No

- (3) Does the officer have a job description? ☐ Yes ☐ No

- (a) Is it accurate? ☐ Yes ☐ No

- b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3? ☐ Yes ☐ No

- c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit? ☐ Yes ☐ No

- (1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due? ☐ Yes ☐ No

- d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type? ☐ Yes ☐ No

- e. Does the Area report significant statistics to Division by comm-net by the 10th of each month? ☐ Yes ☐ No

- f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance? ☐ Yes ☐ No

11. GENERAL SUPPORT

EVALUATED

X

ACTION REQUIRED

No

CORRECTED

- a. Is an officer assigned to general support including violation clearance and counter officer? ☐ Yes ☒ No

- b. What additional duties does he/she perform? The General Support Officer is combined with the Court Liaison Officer position responsibilities.

- c. Is there a job description? ☐ Yes ☒ No

- (1) Is it accurate? ☐ Yes ☐ No

(2) When was it last revised?

- d. How much time is allocated to this position? As much as necessary.

- e. With minimal instruction, could this position be handled by limited duty personnel? ☒ Yes ☐ No

12. AREA TRAINING OFFICER

EVALUATED

X

ACTION REQUIRED

No

CORRECTED

- a. Does the Area have an officer assigned as the Area training officer? ☒ Yes ☐ No

- b. How much time is allocated to this position? Approximately six hours daily

- c. Who supervises the officer? Sergeant Ralph Inman, #9332

- d. Does the officer have a job description? ☒ Yes ☐ No

(1) When was it last revised? June 2006

- e. Does the officer command the respect of his/her peers? ☒ Yes ☐ No

- f. Does the officer have the support of the supervisors? ☒ Yes ☐ No

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g. What training has been provided to the officer? Weapons, range, PAS, EMT. The officer is scheduled for the next Physical Methods of Arrest (PMA) Instructor class.

h. Has he/she been trained as a Department instructor? ☒ Yes ☐ No

i. Is the officer certified as an officer safety training instructor? ☐ Yes ☒ No

j. Has he/she attended the Department's weapons/range officer training? ☒ Yes ☐ No

k. Is the officer qualified to train employees to use tactical rifles? ☒ Yes ☐ No

l. Is the officer a CPR instructor? ☐ Yes ☒ No

m. What role does the officer have in developing and/or presenting Area training programs? He is responsible for scheduling job-required and job-related training. He ensures mandated training is accomplished during quarterly training days and prepares the agendas which are approved by the training supervisor. He facilitates the training days' activities and often makes presentations on these occasions. He runs many of the range days and develops challenging courses of fire in addition to regular qualification shoots.

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance? ☒ Yes ☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents? ☒ Yes ☐ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations? ☒ Yes ☐ No

q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS? ☒ Yes ☐ No

r. Is the officer responsible for performing range maintenance? ☒ Yes ☐ No

s. What other duties or assignments does the training officer have? Officer Garcia is also assigned as the Area's Explosives Detection Canine (EDC) Officer, PAS Coordinator and CLETS Coordinator.

13. LIMITED DUTY

EVALUATED
X

ACTION REQUIRED
No

CORRECTED

a. Does the Area currently have limited duty personnel assigned? ☒ Yes ☐ No

(1) What are their classifications, and what duties are they assigned? EDC/Training Officer John Garcia is currently performing training duties only. Commercial Vehicle Inspection Specialist (CVIS) Duane Deaton is assisting with clerical functions and processes CHP 215s, CHP 281s, and CHP 71s.

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment? ☒ Yes ☐ No

(1) Could they be used more efficiently? ☐ Yes ☒ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol? ☐ Yes ☒ No

d. Are any current assignments in excess of six months? ☐ Yes ☒ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases? ☒ Yes ☐ No

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f. Are limited duty personnel having public contact appropriately attired?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	EVALUATED X	ACTION REQUIRED No	CORRECTED
a. Does the Area have personnel assigned to special projects or tactical operations?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the position full time or on an on-call basis?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. If full time, is the assignment for a specified number of weeks or months?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. What are the duties/responsibilities of the officer?		Explosives Detection Canine (EDC) Officer John Garcia utilizes his departmental canine to search for explosives that may be transported in commercial vehicles that enter the inspection facility. The canine is also used to search for explosives in other conveyances, buildings, or open areas, and performs demonstrations at public and private events.	
e. Who supervises the officer?		Sergeant Ralph Inman, #9332	
f. How does he/she account for his/her time?		The EDC officer reports daily to the canine supervisor and documents his activities on the CHP 415/CHP257H.	
g. What is the selection criteria for the assignment?		As contained in HPM 70.7, Departmental Canine Program Manual.	
h. Has the Area member contributed to the success or mission of the team or task force?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
j. Is there a Memorandum of Understanding (MOU) on file?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
k. Is the special assignment on a reimbursable contract?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) If so, is the contract being followed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

1. GENERAL

Rainbow Inspection Facility divides its special duty functions between two officers. Officer Sergio Flores is assigned as the Court Liaison/Local Area Network (LAN) Coordinator/Public Affairs Officer. Officer John Garcia is assigned as the Explosives Detection Canine (EDC)/Training/Weapons-Range/Evidence/Property Control Officer. The training officer position was consolidated with the EDC Officer when the previous Training Officer was assigned as an acting sergeant. This was done to minimize special duty positions and maximize the efficient use of personnel. Supervisors and management have daily interaction with both officers and are kept apprised of their weekly and monthly itineraries and work assignments. The special duty officers are cross trained as alternates for each other's duties to cover absences and vacations. The Mobile Road Enforcement (MRE) Officer is also trained in both positions and has served as an alternate for both. Special duty officers are utilized to supplement regular facility staffing when the need arises.

2. VEHICLE THEFT

Due to the nature of its fixed location operations, Rainbow Inspection Facility is not exposed to a high incidence of vehicle theft activity and therefore does not have a formal vehicle theft program in place. For example, the facility initiated investigations on only three 10851 V. C. cases between 2006 and 2007. Two cases merited follow-up and Border Division vehicle theft investigators responded and handled both to conclusion. The third case involved an unreported stolen commercial vehicle which entered the facility; however, the suspect driver abandoned the vehicle and fled before entering the inspection bay. There was insufficient information to follow-up, identify, and prosecute the suspect.

The southbound platform scale is equipped with a license plate reader (LPR) which has been the source of numerous enforcement contacts by facility personnel. Enforcement stops on these suspected stolen vehicles have been handled to conclusion by the Oceanside Area and various allied law enforcement agencies; not facility personnel. Facility personnel will handle stolen commercial vehicle investigations and request assistance from the Border Division Vehicle Theft Unit as necessary. The LPR has not been functioning since November 2007 and Field Support Section has been aware of this. Plans are in place to replace this LPR with an upgraded system and install another in the northbound inspection facility. A Lojack system is installed in the northbound inspection facility and occasionally alerts to a stolen vehicle. Scale personnel contact Border Communications Center with the Lojack information which is then broadcast to field units. When staffing permits, scale personnel respond to locate the vehicle.

The facility Court Liaison Officer is also the liaison to the Border Division Vehicle Theft Unit. He, as well as the commander and the supervisors, regularly receive hot sheet information from the Border Division Cargo Theft Interdiction Program (CTIP) officers and disseminate it during briefings. The CTIP sergeant and officers have attended facility training days and have worked with scale personnel to familiarize them with targeted vehicles and commodities. Scale personnel maintain a log for CTIP of the license plates of tow companies transporting vehicles through the scale.

3. VEHICLE IDENTIFICATION NUMBER (VIN) PROGRAM

Rainbow Inspection Facility does not have an assigned VIN officer. VIN referrals are sent to the host Area, Temecula Area.

4. SCHOOL PUPIL AND FARM LABOR (SP & FL) TRANSPORTATION SAFETY

Due to the priority of commercial vehicle inspection and enforcement operations, the facility does not have a school pupil transportation officer. The facility currently has two officers who are trained in Farm Labor Transportation Safety. They are periodically assigned to Border Division strike forces as needed.

5. EVIDENCE/PROPERTY CONTROL

The facility Explosives Detection Canine/Training Officer performs the duties of Evidence/Property Officer. The officer follows the guidelines for handling such items in HPM 70.1, Evidence Manual. Rainbow Inspection Facility does not have an evidence room for the storage of evidence and property, but utilizes two free-standing metal lockers inside the inspection facility for temporary storage. The evidence/property officer checks the lockers and the CHP 36B Evidence Log daily and immediately transfers any evidence or property to the host Area, Temecula Area, for proper storage and disposition by the Temecula Area evidence/property officer. The facility evidence/property supervisor conducts a quarterly audit of the property transferred to the host Area in accordance with HPM 70.1.

As a result of this inspection, it was recommended the facility's temporary storage lockers be anchored to the wall to provide better security. In lieu of this, a wooden cabinet with several locking compartments has been ordered from the Department's cabinet shop. The cabinet will provide more useable storage and will be anchored into the wall studs of the building for better security.

6. COLLISION INVESTIGATION FOLLOW-UP

Due to the nature of fixed position operations, the facility experiences few collisions on its premises. Therefore, the facility does not have a designated collision investigation follow-up officer to review accident reports. In the event scale personnel investigate a collision either within the facility property or while assisting the adjoining field Areas, the investigation report is entered into the Area Information System (AIS) and preliminarily reviewed by a supervisor; then sent to the appropriate Area for in-depth review and approval.

7. COURT LIAISON OFFICER

Officer Sergio Flores is assigned as the facility's Court Liaison Officer and is responsible for reviewing all CHP 215s and CHP 281s and supporting documents. CHP 202s (DUI Arrest/Investigation Report) and CHP 216s (Arrest/Investigation Report) are entered into the Automated Information System (AIS). Supervisors review and approve the reports and return them to the Court Liaison Officer who then files them with the appropriate district attorneys in Riverside and San Diego Counties. Arrest/investigation reports are maintained in the office files. Citations are mailed by the clerical office to the appropriate traffic courts in Temecula (Riverside County) and Vista (San Diego County.) Misdemeanors and felonies are filed by the Court Liaison Officer at Southwest Justice Center (Riverside County). Certain misdemeanors are filed in the traffic division in Vista; other misdemeanors and all felonies are filed in the criminal division.

8. ASSET FORFEITURE OFFICE

Rainbow Inspection Facility does not have an assigned Asset Forfeiture Officer. For cases involving asset forfeiture, assistance is requested from the host Area.

9. SPECIALIZED VEHICLES

Rainbow Inspection Facility does not inspect specialized vehicles. This is a function of the host Area.

10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM

Rainbow Inspection Facility does not have a California Resident Foreign Registration Program (CRFR). This is a function of the host Area.

11. GENERAL SUPPORT

Rainbow Inspection Facility does not utilize a General Support Officer for violation clearance. Regular assigned scale officers perform this function and work the front counter.

12. AREA TRAINING OFFICER

Explosives Detection Canine (EDC) Officer John Garcia is assigned as the facility's Training Officer and is certified as a Range and Weapons Officer. He will be scheduled to attend the next Physical Methods of Arrest/Officer Safety Training (PMA/OST) class. The Training officer is responsible for scheduling quarterly job-required and job-related training and monthly range days. He documents training in the Office Training System and records monthly shoots on the CHP 416 Monthly Record of Shoots. The Training Officer is also the facility's Explosives Detection Canine and Evidence/Property Control Officer and CLETS Coordinator. The Training Officer performs the required periodic calibration of PAS devices.

13. LIMITED DUTY

The Rainbow Inspection Facility currently has two employees assigned to limited duty: Officer John Garcia and Commercial Vehicle Inspection Specialist (CVIS) Duane [REDACTED]. Officer Garcia performs all of his regular assigned duties with the exception of those involving the explosives detection canine which has been temporarily loaned to the El Centro Area while the officer recuperates. CVIS [REDACTED] assists the clerical office with data entry of CHP 215s (Notice to Appear), CHP 281s (Notice to Correct Violation), and CHP 71s (Attendance Report). Neither employee has been assigned to limited duty in excess of six months; however, approval will be requested from Assistant Commissioner, Field, should the need for an extension arises.

14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS

Officer John Garcia is assigned as the facility's Explosives Detection Canine (EDC) Officer. The EDC Officer utilizes his departmental canine to search for explosives that may be transported in commercial vehicles that enter the inspection facility. The canine is also used to search for explosives in other conveyances, buildings or open areas, and performs demonstrations at public and private events.

15. PUBLIC AFFAIRS OFFICER (PAO)

Officer Sergio Flores is assigned as the facility's Public Affairs Officer. Due to the nature of Rainbow Inspection Facility's specialized operations, the Public Affairs Officer has limited involvement with certain aspects of the Department's public affairs program such as Sober Graduation, Designated Driver, and bicycle safety, among others. The Public Affairs Officer makes presentations to the trucking industry as part of the Department's Commercial Industry Education Program (CIEP). He serves as general support and compiles monthly and quarterly statistics for the commander in preparation for the strategic plan. He is also a certified child passenger safety seat evaluator/installer. As such, he participates in child passenger safety events throughout the Division.

Memorandum

Date: May 30, 2008

To: Border Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Calexico Inspection Facility

File No.: 626.11837

Subject: HPG 22.1 CHAPTER 15 SELF-EVALUATION

Attached is the recently conducted HPG 22.1, Chapter 15, self-evaluation completed by the Calexico Inspection Facility. No corrective action is required as a result of this evaluation. Please direct questions to me at (760) 768-4000.



R. E. KRAMER, Lieutenant
Commander

Attachment

Department of California Highway Patrol
AREA MANAGEMENT EVALUATION
Chapter 15
SPECIAL FUNCTIONS

Area
Calexico I.F.

Division
Border

Number
626

Evaluated By

RE/Granger

Date

5-12-08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation

☐ Formal

☒ Informal

Suspense Date

Follow-up Required

☐ Yes

☒ No

☐ Correction Report

by _____

RE/Granger 5-12-08

Commander's Review

Date

1. GENERAL

Evaluated

☒

Action Required

☐

Corrected

☐

a. Are special duty assignments minimized?

☒ Yes ☐ No

(1) Is maximum efficiency attained?

☒ Yes ☐ No

(2) Are there any special duty functions which could be performed by a beat officer or other support personnel?

☐ Yes ☒ No

b. Are assigned duties consistent with the job description?

☒ Yes ☐ No

(1) Could duties be combined with another special duty assignment for efficiency?

☐ Yes ☒ No

(2) Which special duty officers (positions) were interviewed? All

c. How are special duty assignees selected? See Attached

(1) Are special duty opportunities open to all officers?

☒ Yes ☐ No

Is selection contribute to attainment of affirmative action goals?

☐ Yes ☐ No

d. Can the special duty supervisor describe the duties and workload of the special duty personnel?

☒ Yes ☐ No

(1) Upon what criteria are special duty personnel evaluated? See Attached

(2) Are they held accountable for their time and performance?

☒ Y ☐ No

(3) How is the officer's time planned? Are weekly itineraries provided to the supervisor?

☐ Yes ☒ No

e. Commander/management team have active interest in special duty programs?

☒ Yes ☐ No

(1) Is time taken by the commander to discuss activities and potential problems?

☒ Yes ☐ No

AREA MANAGEMENT EVALUATION
Chapter 15
SPECIAL FUNCTIONS

2. VEHICLE THEFT	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. What is the scope of the Area's Vehicle Theft Program? See Attached			
(1) Have special techniques or procedures been developed?	Yes	<input checked="" type="checkbox"/> No	
(a) If so, have these been shared with other Areas?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
b. Is there open communication with the Division Vehicle Theft Coordinator?			
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Is the commander aware of the means to obtain assistance from the Division coordinator?			
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Who is authorized to request Division/headquarters assistance? Area Sergeants			
c. Is the program effective?			
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Vehicle theft recovery goals established?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(2) Goals attained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) How does the current number of stolen and recovered vehicles compare to prior time periods? See Attached			
(4) Are work hours dedicated to the program appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(5) Do beat officers and supervisors have an interest?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
d. Is the program supported by district/city attorneys and the courts?			
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Has the program been discussed with them?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges? None			
e. Does the commander/management team take a personal interest in the program?			
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) What guidance and direction is given?			
f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?			
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Do they have an idea of the number of thefts and recoveries in the Area?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are they knowledgeable of the Department's Vehicle Theft Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

AREA MANAGEMENT EVALUATION
Chapter 15
SPECIAL FUNCTIONS

(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Do they give guidance and direction?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Do they demonstrate an interest?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Do they record beat officer's exceptional vehicle theft activity on CHP 100 and 118? Are commendable form 2s issued?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is vehicle theft education/training provided by Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are training aids used?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are Division vehicle theft coordinators/investigators available for training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Vehicle theft prevention discussed at briefings?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) How is information on unique problems and circumstances disseminated to beat officers?		
At Briefings by Area Sergeants		
(5) Are officers and supervisors proficient in locating and decoding VINs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Has Area participated in a Vehicle Theft Intern Program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
h. Have any Area officers earned the Department's 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any officers qualified for the Master 10851 Award?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) How are awards presented?		
(3) 10851 Award Program used to enhance interest in Vehicle Theft Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3. VEHICLE IDENTIFICATION NUMBER PROGRAM	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>
	Corrected <input type="checkbox"/>	
a. Is the VIN program understood by beat officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the volume of VIN referrals indicate support by field officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Who is the assigned VIN officer? See Attached		
(1) How was he/she trained? See Attached		
(a) Is training adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the VIN officer proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate VIN officer? See Attached		
(4) What is the attitude of these officers towards security of VIN information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are VIN inspections conducted in a secure setting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION
Chapter 15
SPECIAL FUNCTIONS

(6) Is Investigative Services Section used as a resource?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. What kind of system is in place to control the VIN officer's workload? See Attached		
(1) Are VIN assignments/verifications done on an appointment basis?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is there an excessive backlog?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is the vehicle owner's convenience a consideration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are associated documents processed promptly and submitted on time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is there proper security for replacement VIN plates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are inventory controls adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are entries legible?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do records match inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are required reports accurate and submitted properly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Does the VIN officer use information from allied agencies, DMV and NICB?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Does the VIN officer belong to any professional organizations for exchange of information, such as various vehicle theft investigator's associations?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
4. SCHOOL PUPIL TRANSPORTATION SAFETY <div style="display: flex; justify-content: space-between; align-items: center;"> <i>N/A</i> <div style="display: flex; gap: 20px;"> <div>Evaluated <input type="checkbox"/></div> <div>Action Required <input type="checkbox"/></div> <div>Corrected <input type="checkbox"/></div> </div> </div>		
a. Is the Area commander and management team aware of all aspects of the School Pupil Transportation Safety Program conducted in the Area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the Area have either a uniformed School Pupil Transportation Safety Officer or a nonuniformed School Pupil Transportation Safety Coordinator?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are Area files maintained as required by HPM 82.4?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Driver records, including CHP 295, State Department of Education T-01, criminal record information, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) CHP 100E, Monthly Activity Report?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) School Bus Traffic Collision Investigations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Approved stops list?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are duties performed in conformance with HPM 82.4?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator?		
(4) Are CHP 100Es submitted in a timely manner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION
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SPECIAL FUNCTIONS

(5) Is program time properly justified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) How much time is allotted? See Attached	
(b) Is time sufficient to meet departmental objectives?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is the time expended within the Area's allotment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the supervisor knowledgeable of the functions of the Area program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the supervisor have a copy of HPM 82.4, School Pupil Safety?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is he/she aware of the officer/coordinator's workload?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Does the supervisor review CHP 100Es submitted by the officer/coordinator?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. What training has the School Pupil Transportation Safety Officer/Coordinator had? Attended In-Service Training classes? Have a thorough, practical knowledge of:	
(1) Departmental policy on the School Pupil Transportation Safety Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) School bus driver certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) School bus accident investigation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) School bus reinspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) School bus routes and stops?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Does the coordinator coordinate activities and information with adjacent Areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is he/she aware of the technical assistance available from Commercial and Technical Services Section?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Is there a sound procedure for scheduling and administering written tests?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who administers the test? See Attached	
(3) Is a proctor present?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Who reviews the tests with the applicants? See Attached	
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill and self-control?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Are driving errors discussed with the applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. School Pupil Transportation Safety Officer conduct on-scene investigations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are follow-up investigations conducted when appropriate?	<input type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION
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(2) Are appropriate special codings made on all school bus investigations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Does the officer/coordinator review all school bus accident investigations and make appropriate recommendations to DMV to take any warranted actions against the driver?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
h. Are hazardous routes or stops reported in writing to the school district?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are all stops annually reviewed for approval pursuant to the Vehicle Code and Title 13?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) How many approved stops exist in the Area? Unknown, the school districts approve the stops.			
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety-related violations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5. EVIDENCE/PROPERTY CONTROL <i>SEE NARRATIVE</i>	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Who has been assigned by the commander as the evidence/property officer? See Attached			
(2) Has an alternate for this position been assigned?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Who is the evidence/property supervisor? See Attached			
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Does the supervisor fully understand his/her responsibilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Does he/she follow the guidelines in HPM 70.1 for audits and inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Is the system adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(4) Are items disposed of according to GO 100.88?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(5) Has all serialized property been entered into the Automated Property System and Automated Firearms System?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Are entered items cancelled when the property is no longer in CHP possession?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c. Have procedures been examined for retaining and disposing of:			

AREA MANAGEMENT EVALUATION
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(1) Evidence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Weapons?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Controlled substances?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Alcoholic beverages?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) License plates?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Money?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services' Material Services Section for storage and disposal after it has been held for 30 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is proper procedure as outlined in HPM 11.2, Chapter 19, being followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Has the CHP 36 file been reviewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the system adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is there a suspense system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are all items properly identified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has a semi-annual audit of the property system been conducted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Chapter 12?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Have inventories been conducted periodically to ensure integrity of the system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Is security adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers? Two	
(a) Is the distribution of the keys according to policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is the evidence/property officer other than the court officer?	<input type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION
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SEE NARRATIVES

(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the property room secured with a deadbolt?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the room accessible by repair/maintenance personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is there a false ceiling?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Are door hinges on the inside of the room?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Are any items which require access by other than the evidence/property officer stored in the room?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Does Area's property room meet all requirements outlined in HPM 70.1?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(If not, have steps been initiated to correct the problem?)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is evidence left in these lockers for no more than one day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Have any internal investigations been initiated for any such incidents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. ACCIDENT INVESTIGATION FOLLOW-UP <i>N/A</i>	Evaluated <input type="checkbox"/>	Action Required <input type="checkbox"/>
a. Does the Area have an AI officer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Who is responsible for supervising the officer? See Attached		
c. How much time is allocated to the position? See Attached		
(1) Is time allocated sufficient?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does the collision investigation follow-up officer have a job description?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is it current?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What are the officer's duties? See Attached		
e. Does the officer understand special reporting requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Does the officer command the respect of his/her peers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Does the officer have training or special qualifications that complement the position?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Is the officer available to respond to accidents to provide technical assistance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. Does the officer identify training needs and discuss them with his/her supervisor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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k. Does the officer have other duties, if so, what are they? ☐ Yes ☐ No

7. PUBLIC AFFAIRS OFFICER (PAO)

Evaluated



Action Required



Corrected



a. Does the Area have an officer assigned to public affairs?

☒ Yes ☐ No

b. Who supervises the officer? See Attached

c. How much time is allocated to the position? See Attached

d. Does the officer have a job description?

☒ Yes ☐ No

(1) Is it accurate?

☒ Yes ☐ No

(2) When was it last revised?

e. Does the officer understand and perform the duties enumerated in the Public Affairs Manual, HPM 90.1, Chapter 3?

☒ Yes ☐ No

f. What is the Area's criteria for selecting a PAO?

(1) Is it based upon the criteria in Chapter 3 of HPM 90.1?

☒ Yes ☐ No

g. Does the PAO support and actively participate in Goal Attainment Programs as noted in Chapter 14 of HPM 90.1?

☐ Yes ☐ No

h. Does the PAO have the support of the Area managers and supervisors?

☒ Yes ☐ No

i. Is he/she invited to participate in staff meetings as appropriate?

☒ Yes ☐ No

j. Is the PAO actively involved in the Area's CMP?

☐ Yes ☐ No

(1) What action steps, if any, is the PAO responsible for accomplishing? See Attached

(2) Does the PAO assist in the completion of the quarterly CMP report?

☐ Yes ☒ No

k. Does the PAO maintain the CHP 320 monthly?

☐ Yes ☒ No

l. Is the CHP 320A prepared quarterly and submitted to Division?

☐ Yes ☒ No

m. Does the PAO prepare a CHP 288, Report of Accident News Release?

☒ Yes ☐ No

n. Is the PAO actively involved in recruiting potential employees?

☒ Yes ☐ No

(1) What is the extent of his/her recruitment efforts?

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o. Does PAO participate in programs such as:

(1) Sober Graduation	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Designated Driver	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Mothers Against Drunk Drivers	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Students Against Drunk Drivers	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

p. Does the PAO respond to major emergency incidents and assume public information officer duties?

☐ Yes ☒ No

q. Does he/she respond to departmental-involved shooting incidents?

☐ Yes ☒ No

r. Does the officer have other duties?

☒ Yes ☐ No

(1) If so, what are the other duties? See Attached

8. COURT LIAISON OFFICER	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
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a. Does the Area have an officer assigned court liaison duties?

☒ Yes ☐ No

b. Who supervises the officer? See Attached

c. How much time is allocated to the position?

d. Does the officer have a job description?

☒ Yes ☐ No

(1) Is it accurate?

☒ Yes ☐ No

(2) When was it last revised?

(3) What are the officer's duties? See Attached

e. Does he/she have responsibilities for prisoner arraignment?

☐ Yes ☒ No

f. Does the officer command respect of his/her peer group?

☒ Yes ☐ No

g. Is the court officer involved in the DUI Cost Recovery Program?

☐ Yes ☒ No

h. Does the officer initiate a CHP 735?

☐ Yes ☒ No

(1) Does the officer(s)' times on the 735 correspond to the times indicated on his/her CHP 415?

☐ Yes ☒ No

(2) Does the officer(s) maintain a log?

☐ Yes ☒ No

(3) Does the officer(s) forward the form to Accounting Section after disposition?

☐ Yes ☒ No

i. How many courts are within the Area's jurisdiction? See Attached

j. Does the officer deal with more than one district attorney's (DA) office?

☐ Yes ☒ No

k. Does the officer have other duties?

☒ Yes ☐ No

(1) If so, what are the other duties? See Attached

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9. ASSET FORFEITURE (AF) OFFICER	Evaluated <input checked="" type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Does the Area have an officer assigned as AF coordinator?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
b. Does the officer have a current job description?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
c. Is he/she familiar with GO 100.99, Asset Forfeiture Program?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
d. Is Area coordinator logging AF cases separate from evidence?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
e. Is there a process in place to ensure proper disposition of AF items?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
f. Does Area's log agree with the ISS and Division log?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) If not, why not?			
g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) Does the AF officer retain a copy of appropriate case history files to verify case status?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
h. Has the Area seized any vehicles under AF?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
(1) If so, does the AF coordinator know where the vehicles are located and their current disposition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
j. Does the AF coordinator complete WSIN cards for each seizure and forward them to the Division coordinator?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
k. Does Area notify Division of all vehicles/boat/plane seizure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
l. Is Motor Transport Section notified?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
m. Are all vehicles stored safely and properly protected from inclement weather?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
p. What is the procedure in handling monetary AF awards (checks from the DA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
q. Is the check remitted to the Area's cashier for transmittal to Accounting Section with proper notifications to ISS and the Division AF coordinator?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
10. SPECIALIZED VEHICLES <i>N/A</i>	Evaluated <input type="checkbox"/>	Action Required <input type="checkbox"/>	Corrected <input type="checkbox"/>
a. Operation and Inspection			

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(1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Who supervises the officer(s)? See Attached	
(b) How much time is allocated? See Attached	
(2) Does the officer have a job description?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is it accurate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) When was it last revised?	
(3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Tow Cars	
(a) Is the Area in compliance with Vehicle Procedures Manual, HPM 81.2, Chapter 7, concerning operation of tow trucks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Do files contain current contracts and inspection forms?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are there any recent complaints?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(d) Are complaints documented on the CHP 240 and 556?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(e) Who is responsible for inspections?	
(f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(g) Is there evidence that discrepancies are promptly corrected?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(h) Who conducts annual tow meetings?	
1 Does the commander attend?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2 Is an agenda prepared?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3 Are minutes prepared and circulated for review?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4 When was the last annual meeting? See Attached	
(i) Are rotation and sector assignment procedures clearly established?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list? Briefing Item	
(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Ambulances	
(a) Who is responsible for overseeing the operation of ambulances within the Area? See Attached	

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(b) Is the officer familiar with licensing, permits, and inspections per Licenses and 82.1 and Vehicle Equipment Inspection Guide, HPG 83.2?

Permits Manual, HPM

☐ Yes ☐ No

(c) Are ambulances periodically inspected to verify compliance with the Vehicle Code and Title 13, California Code of Regulations?

☐ Yes ☐ No

(d) Are complaints received at Area investigated and documented?

☐ Yes ☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification?

☐ Yes ☐ No

1 If so, how is this done? Telephone

N/A

(f) Are ambulance inspection forms in file current?

☐ Yes ☐ No

(6) Armored Vehicles

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?

☐ Yes ☐ No

(b) What impact on the Area workload do these inspections have? Minor

(7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?

☐ Yes ☐ No

11. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM

Evaluated



Action Required



Corrected



a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California?

☐ Yes ☐ No

(1) Who supervises the officer? See Attached

(2) Is sufficient time allocated for this program?

☐ Yes ☐ No

(3) Does the officer have a job description?

☐ Yes ☐ No

(a) Is it accurate?

☐ Yes ☐ No

b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3?

☐ Yes ☐ No

c. Are suspected violations documented on Registration 69 forms, locally processed, or sent to the DMV Registration Compliance Unit?

☐ Yes ☐ No

(1) If locally processed, are CHP 215s issued when it is established that California registration is due?

☐ Yes ☐ No

SEE NARRATIVE

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d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type?

☐ Yes ☐ No

e. Does the Area report significant statistics to Division by comm-net by the 10th of each month?

☐ Yes ☐ No

f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance?

☐ Yes ☐ No

12. GENERAL SUPPORT

Evaluated

☐

Action Required

☐

Corrected

☐

a. Is an officer assigned to general support including violation clearance and counter officer?

☐ Yes ☐ No

b. What additional duties does he/she perform? See Attached

c. Is there a job description?

☐ Yes ☐ No

(1) Is it accurate?

☐ Yes ☐ No

(2) When was it last revised?

d. How much time is allocated to this position?

e. With minimal instruction, could this position be handled by limited duty personnel?

☐ Yes ☐ No

13. AREA TRAINING OFFICER

Evaluated

☒

Action Required

☐

Corrected

☐

a. Does the Area have an officer assigned as the Area training officer?

☒ Yes ☐ No

b. How much time is allocated to this position? See Attached

c. Who supervises the officer? See Attached

d. Does the officer have a job description?

☒ Yes ☐ No

(1) When was it last revised?

e. Does the officer command the respect of his/her peers?

☒ Yes ☐ No

f. Does the officer have the support of the supervisors?

☒ Yes ☐ No

g. What training has been provided to the officer? See Attached

h. Has he/she been trained as a Department instructor?

☒ Yes ☐ No

i. Is the officer certified as an officer safety training instructor?

☒ Yes ☐ No

j. Has he/she attended the Department's weapons/range officer training?

☒ Yes ☐ No

k. Is the officer qualified to train employees to use tactical rifles?

☒ Yes ☐ No

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l. Is the officer a CPR instructor?

☐ Yes ☐ No

m. What role does the officer have in developing and/or presenting Area training programs?

See Attached

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance?

☐ Yes ☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?

☐ Yes ☐ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations?

☐ Yes ☐ No

q. Is the officer responsible for documenting training on the CHP 270?

☐ Yes ☐ No

r. Is the officer responsible for performing range maintenance?

☐ Yes ☐ No

s. What other duties or assignments does the training officer have?

14. LIMITED DUTY

Evaluated



Action Required



Corrected



a. Does the Area currently have limited duty personnel assigned?

☒ Yes ☐ No

(1) What are their classifications, and what duties are they assigned?

Officer (1) assigned to clerical dutie until his retirement on June 30, 2008.

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443?

☒ Yes ☐ No

(1) Could they be used more efficiently?

☐ Yes ☒ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol?

☐ Yes ☒ No

d. Are any current assignments in excess of six month?

☐ Yes ☒ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases?

☒ Yes ☐ No

f. Are limited duty personnel with public contact, appropriately attired?

☒ Yes ☐ No

15. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS

N/A

Evaluated



Action Required



Corrected



a. Does the Area have personnel assigned to special projects or tactical operations?

☐ Yes ☐ No

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b. Is the position full-time or on an on-call basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. If full-time, is the assignment for a specified number of weeks or months? See Attached	
d. What are the duties/responsibilities of the officer? See Attached	
e. Who supervises the officer? See Attached	N/A
f. How does he/she account for his/her time? See Attached	
g. What is the selection criteria for the assignment? See Attached	
h. Has Area member contributed to the success or mission of the team or task force?	<input type="checkbox"/> Yes <input type="checkbox"/> No
i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
j. Is there a Memorandum of Understanding (MOU) on file?	<input type="checkbox"/> Yes <input type="checkbox"/> No
k. Is the special assignment on a reimbursable contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) If so, is the contract being followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

COMMENTS

1. General

The Calexico Inspection Facility currently has 5 officers working at the Sidewinder Platform Scale, and 10 officers at CIF, including an MRE, a canine officer and a special duty Officer.

The special duty officer was selected by memos and interviews.

The special duty officer reports directly to the special duty supervisor. The duties of the special duty officer include: court liaison, training, PAS coordination, DRE coordination, variance load coordination, and other duties as assigned.

The commander meets with the special duty on a daily basis.

2. Vehicle Theft

CIF does not have a formal vehicle theft program, however, CIF's two VIN inspectors assist the Mexico Liaison Unit with VIN inspections. All CVISs have been trained in registration enforcement. All commercial vehicle inspection forms are reviewed by a commercially trained officer.

Cargo Theft Interdiction Program (CTIP) and Investigative Services Unit information is disseminated to all personnel at daily briefings.

3. Vehicle Identification Number Program

Officer Harvey Guerrero is the primary VIN officer, and Officer Mike Jones is the alternate. Both officers received their training from BOrder Division ISU. VIN inspections are conducted on a weekly basis by appointment.

Significant precautions are taken by both officers to ensure the security of the replacement VIN plates.

4. School Pupil Transportation Safety

Not applicable

5. Evidence / Property Control

All evidence and property seized or found by facility personnel is transported to the Winterhaven Area for booking into their evidence room. This is necessary because CIF was not built with an adequately secure

evidence room. CIF does have a wooden "evidence" locker of sorts, but it is not used due to the lack of security.

The evidence officer maintains a log of CHP 36 forms submitted to CIF, and subsequently booked into the Winterhaven Area. The evidence officer responsibility is a collateral duty of a commercial officer other than the court officer (special duty) in order to prevent a conflict of interest.

6. Accident Investigation Follow-up

Not applicable

7. Public Affairs Officer

The special duty officer is also assigned to public affairs duty. CIF does not have many opportunities for PAO outreach, but the special duty officer does staff a booth at the Imperial County Fair each year, and handles the occasional media inquiry at CIF.

8. Court Liaison Officer

The special duty officer also functions as the court liaison officer. He makes routine visits to the local courts in order to file cases for prosecution.

9. Asset Forfeiture Officer

The special duty officer is the asset forfeiture officer. He maintains a log of all cases, however, there were no asset forfeiture cases in the last year.

10. Specialized Vehicles

Not applicable

11. California Registration Foreign Registration Program (CRFR)

CIF has an on-site DMV manager during most business hours. All CIF employees are expected to work directly with the DMV manager to identify and gain compliance regarding foreign registration issues.

12. General Support

Not applicable

13. Area Training Officer

The special duty officer functions as the training officer. All required training is scheduled and planned by the training officer. There is also one officer at each facility who functions as a range officer as needed. Therefore, the special duty/training officer is able to be the keeper of the ammunition.

14. Limited Duty

CIF currently has one officer on limited duty at the Sidewinder Platform Scale. He is scheduled to retire on June 30, 2008.

15. Special Assignments and Tactical Operations

Not applicable